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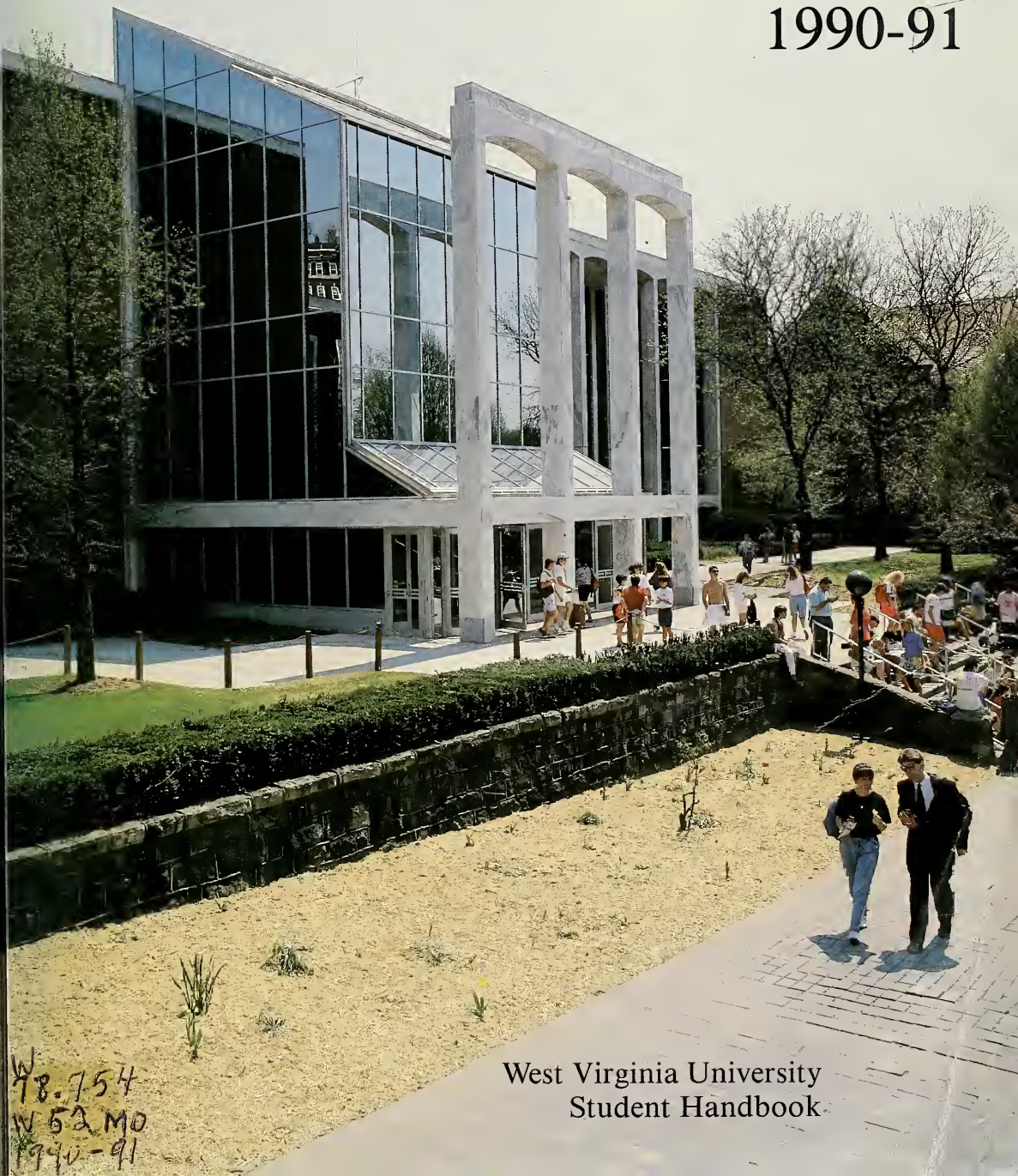

West Virginia University
Student Handbook

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# THE MUNTIE

Rob Dew '88

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**NOTE:** To help you decipher which parts of this text are factual and which are "all in fun," factual information has been printed in roman type face lettering and attempts at humor have been printed in italics. The original text of this handbook was written/compiled by:

Frank Ahrens, WVU Student
T. Anne Hawkins, Residence Life
Sue Rubenstein, New Student Orientation

Information presented in this handbook is subject to change at any given time by responsible governing agents of West Virginia University.

**Cover:** The front and back cover of THE MOUNTIE depict the front and back of the newly renovated Mountainlair, April 1990.

West Virginia University does not discriminate on the grounds of race, color, national origin, sex, sexual orientation, age, veteran status or handicap in the administration of any of its educational programs, activities, or with respect to admission and employment. Inquiries may be directed to the Section 504, Title IX Coordinator, Office of the President (304) 293-4160.

# President's Welcome

Dear Students:

It is a pleasure to welcome you to West Virginia University. At the beginning of this very important time in your life, we wish you all the best. Enjoy your WVU days, and make the most of them.

I hope you will take a few minutes to look through this Student Handbook for information that can make your student experience a little smoother. In a place as big as West Virginia University, it is important to know how things operate, and where to go when you have questions or need information. This Handbook provides a very important starting point.

Again, all the best for a successful Mountaineer experience.

Sincerely,
**Neil S. Bucklew**
President

# Student Administration

Fellow Mountaineers:

Welcome to West Virginia University! On behalf of WVU's Student Administration, we'd like to congratulate you for becoming part of an outstanding student body.

This first semester will be the beginning of an exciting experience for you. Involvement is the key to a successful college experience. Mountaineer football, basketball, intramurals, the Greek system, student organizations, movies, the Art Series, or Student Administration – there is something for everyone at WVU!

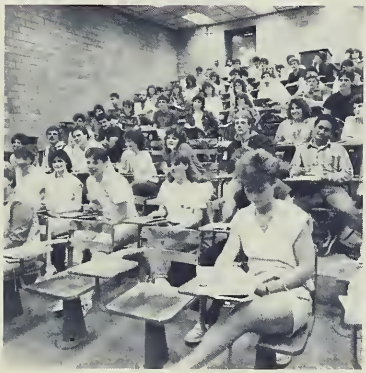
Student Administration has been effective in helping students through work with the University administration, City Council, and the State legislature. If we can be of help to you, call us at 293-3813 or stop by our offices located in the Student Organization Wing of the Mountainlair.

If you haven't caught the Mountaineer Spirit yet, we can assure you that once you see your first football game, you'll be hooked!

Sincerely,

**Sam Sutton**
SA President

**Michael Glasser**
SA Vice-President



## Absence

*"Makes the heart grow fonder . . ." (May apply to parents, but almost never to instructors!)* How well you do in a class is almost always directly proportional to how much you attend the class. Even if you are a superior intellect, it is very hard to cut class and still do well. Class attendance has lots of other merits including class discussion, interaction and opportunities to ask questions. Missing a class is missing an opportunity to learn. It is usually easier to learn in class than to try to catch up on the material by yourself.

Class attendance is taken by some faculty. If you do not show up for the first class of the semester, an instructor has the right to delete you from the roster. If you have to miss a class because of illness, authorized University activities, or other reasons approved by the Dean of your school, you will have the opportunity to make up regularly scheduled examinations. You should let your professor know you'll be absent ahead of time whenever possible.

## Academic Programs

Here's a list of the schools and colleges within the University. WVU is a research land-grant university, which means there are lots of colleges, schools and majors from which to choose:

Agriculture and Forestry
Arts and Sciences
Business and Economics
Creative Arts
Dentistry
Engineering
Human Resources and Education
Journalism
Law
Medicine
Mineral and Energy Resources
Nursing
Pharmacy
Physical Education
Social Work

Within these colleges and schools, bachelor's, master's, doctoral and professional degrees are conferred in 176 majors. With all these options, it's not unusual for a student to change his or her major two or three times.

## Academic Rights and Responsibilities

*See Appendix C. See Appendix C run. Run, Appendix C, run!* Seriously, rights and responsibilities are important, so it's a good idea to check them out. You have a right to know your rights.

## Academic Support Services

Contrary to popular belief, professors and staff are not anxious to see you earn a grade point average so low that when you square it, it gets smaller. That's why there are lots of support services available. See "Academic Survival Kit", "Math Learning Center", "Reading Lab", "Learning Centers", "Writing Lab" and "Tutoring."

## Academic Survival Kit 293-5079

The A.S.K. book (found in residence hall rooms) is chock-full o' fun, facts and important phone numbers.

## Activities Program Board

The Activities Program Board is a 28-member student board that selects and produces events like concerts, movies and lectures for the University Community. APB is organized into seven program Series, each of which concentrates on a specific area of entertainment or activity. They are:

**Concert Series:** Imagine an entire evening of your favorite music . . . live!! The Concert Series does more than just imagine. They feature performances by artists such as Whitney Houston, R.E.M., Hank Williams, Jr., Tina Turner, White Lion, Chicago, Alabama, Billy Joel, Living Colour, Gloria Estefan and Miami Sound Machine, Amy Grant, Cinderella and . . . well, the list goes on and on!

**Film Series:** What's your favorite? . . . romances? westerns? musicals? action/adventure? science-fiction? You can see it in the comfortable Gluck Theatre in the Mountainlair where the Film Series shows movies six nights a week.

**Gallery Series:** Drop by the Grandview Gallery on the second floor of the Mountainlair where the Gallery Series presents a new exhibit of the visual arts approximately every two weeks. Enjoy local and regional artists as well as traveling exhibits, from oils to watercolor, to sculpture, video-art, photography and crafts!

**Lecture Series:** The Lecture Series strives to create a campus awareness of current ideas and issues. Lectures have featured topics such as "Europe on 84 Cents A Day" and "(Almost) Surviving Your First Year Out of College" and such issues as abortion, drugs, and civil rights. Recent speakers have included Greg Louganis, Coretta Scott King, Jack Anderson, Gary Hart, Madame Jehan Sadat and Miss America 1989.

**Mountainlair Program Series:** In the Mountainlair, you'll find restaurants, a bowling alley, convenience store, video arcade, movie theatre and the Hearthstone, where "Thursday Night Live!" is presented each week, featuring local and regional comedians, bands or individual performers. You may find the live animals of "Reptile World" or artists doing caricatures of you and your friends on the Food Court stage. Behind the Mountainlair is the Plaza with open-air stages and Friday afternoon jam sessions with acoustical musicians such as Livingston Taylor (James' brother) and raggae bands like I-Tal.

**Special Program Series:** What more is there to do at WVU? Well, there's the week-long WVU Homecoming, featuring concerts, games and northern West Virginia's largest parade. Then, of course, there's the Holiday Lighting of Woodburn Hall or, if you're up to it, you can hop on stage and test your sense of humor at the U.S. College Comedy Competition, hosted by this Series every year. Springfest, a celebration of the season, marks the end of the school year.

**University Arts Series:** The University Arts Series features performances in music, dance and theatre by traveling road companies. From New York, Chicago, Pittsburgh, and Moscow, they travel! They perform such fantastic shows as "West Side Story" and "42nd Street" and they present classics like "Hamlet" and "The Nutcracker." Chuck Mangione, Philip Glass, the Tommy Dorsey Orchestra, and the Warsaw Philharmonic have all performed as part of the University Arts Series.

The 1990-91 University Art Series will include the following performances: Sound of Music, Tamburitzans, Africa Oye!, Mantovani Orchestra, Glenn Miller Orchestra, Joseph Holmes Chicago Dance Theatre, Lend Me a Tenor, and the Boys Choir of Harlem. All performances will be held in the Creative Arts Center Concert Theatre and you can contact the Mountainlair Box Office at 293-3919 for subscription or single event ticket information.

## Add/Drop Period

Friday of the first week of each semester is the last day to add a class (August 24, 1990 and January 11, 1991 for this academic year). To add a class you need a signed course adjustment form from your adviser and a pink permit card from the course's instructor or department.

Friday of the first week is also the last day to drop a class without receiving a "W" for "withdrawal" on your record. The last day to drop a class with a "W" record is just after mid-semester (October 26, 1990 and March 22, 1991). Deadlines for dropping a course are published in the schedule of courses each semester and in the Residence Life publication, Lifesaver.

## Administration

A list of University V.I.P.'s, (including President Neil Bucklew and Cabinet, Deans, Directors, and Distinguished Professors) is available in the University Catalog for your reading pleasure. For more information on our President, see "Bucklew." An organizational chart is on page 40.

## Advising

Although the University dropped its policy of "in loco parentis" ("in place of the parents") in the sixties, there are still plenty of people around to help you decide what to do. One of these people is your adviser, and you would do well to listen because he/she can help you with your class selections as well as evaluate your career interests and strengths. Advisers look like real people, but they turn into really good sounding boards when you need to bounce an idea off someone.

Boys Choir of Harlem

The University Advising Center (293-5805), located in the Student Services Building beside the Mountainlair Bookstore, has advisers for all lower division students in general studies and pre-professional programs. Advisers for all Arts and Sciences "pre" programs are located on the second floor of the Student Services Building (293-7476). Those of

you who are not in general studies, a pre-professional program or a pre-program in Arts and Sciences will find your adviser in the specific department where you plan to major; for example, if you are majoring in mechanical engineering your adviser will be in the Engineering Sciences Building.

Academic advisers will not make decisions for you. They will help you identify your options and alternatives and suggest decision-making strategies, but their primary goal is to help you become self-sufficient and self-confident in academic and personal decision making.

*Gourmet Advising Tips:*
- *Show up on time for your reservation. If you decide you're not hungry, call to change your reservation time.*
- *Have an idea of what you want to order before you're seated. Look over the menu before you go in.*
- *If you don't understand an item that's on the menu, don't be embarrassed to ask the waiter to explain it.*
- *Always use a No. 2 fork.*
- *Don't order more than you can eat.*

**Admissions and Records** 293-2124

The main office for Admissions and Records is located behind Colson Hall on the Downtown Campus. There's also a branch office for Admissions and Records at the Health Sciences Center. Admissions and Records folks are responsible for recruiting students, admission services, course registration, scheduling, student billing, and records/transcripts. If you are a new freshman or transfer student, you are required to provide this office with proof of measles and rubella immunization.

**Affirmative Action** 293-4160

The University neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, sexual orientation, veteran status, national origin, or handicap, as defined by applicable laws and regulations.

Copies of the University's Affirmative Action Plans are available from the Social Justice Office in Stewart Hall. For information on filing complaints regarding sexual harassment, see Appendix G.

**Agriculture and Forestry, College of** 293-2395

Undergraduate majors include:

Animal and Veterinary Sciences
Wildlife Resources
Agricultural Education
Plant and Soil Sciences
Resource Management
Family Resources
Forest Resources Management
Wood Industries
Landscape Architecture
Recreation and Parks Management

**AIDS** 293-2311

AIDS prevention and sexual awareness programs are offered by staff specializing in these areas in the Student Health Service and by Residence Life. For information, programs or confidential counseling, call the Health Service at 293-2311. For information about having a program on your floor in the residence hall, call Residence Life at 293-5079. See Appendix H.

**Alcohol**

The drinking age in West Virginia is 21, and bars and stores in Morgantown "card." Count on it. No beer or alcohol of any sort is permitted in residence halls or in other WVU buildings (except beer in the Hearthstone of the Mountainlair) and this is strictly enforced. Morgantown also has tough drinking laws — for example, no open containers of alcohol are allowed in public. The University does have an alcohol and drug education/treatment program. For more information, see "Student Assistance Program."

**Alcoholism**

A disease. A "problem drinker" is someone who does things when they drink that they wouldn't normally do, such as miss class, fight with friends, spend all their money, etc. Problem drinking can happen the first time you drink or every time you drink. If you, a friend, or a member of your family has a problem with alcohol, there are people who can help. Contact the Student Assistance Program at 293-2311.

**All Nighter**

Although we wouldn't wish an all nighter on anyone, we know that during your next four years at WVU you may experience one. The key to avoiding all night cram sessions is planning ahead — sounds easy enough, but it works. When writing a paper or studying for a major exam, divide the work up and pace yourself and you won't have to do "all nighters". The key to an "all nighter" unfortunately is lots of coffee, a cold room, and an uncomfortable chair. Most people rarely do it more than once. It is almost impossible to function efficiently the day after an all nighter and research has shown that by disturbing the natural sleep pattern there is some memory loss of material studied.

**Alumni** 293-4731

At last count, WVU has 108,000 alumni, 50,000 of whom are from West Virginia. They are never more visible than on football Saturdays when they are dressed in Old Gold and Blue from head to toe, with a motorhome in the stadium parking lot that has a flag bearing the WVU logo hoisted high over it.

After the game, they retire to the Erickson Alumni Center near the College of Creative Arts on the Evansdale Campus. The Center has meeting and reception rooms and serves meals. It is the Alumni's home away from home on the WVU campus.

## Appeals

If you have either academic or non-academic problems the best place to start problem solving is at the lowest departmental level. The higher you start, the more likely it is you'll be referred back down and that will just waste your time. If you are unsure where to start, check with the Office of Student Life. For specific avenues of appeal, see the Code of Student Rights and Responsibilities in Appendix A.

**Arboretum** 293-5201

Located on the Evansdale Campus near the Coliseum, the Core Arboretum (named after esteemed WVU botanist Dr. Earl Core) is full of trees indigenous to the Appalachian region. Even if you aren't into indigenous flora and fauna, it has hiking trails, bird walks and is a great place for a picnic, especially in the autumn when the leaves change. Take a friend and enjoy!

**Art** 293-3020

The work of students and well known professional artists can be seen regularly at the Creative Arts Center (CAC). Call the CAC Box Office at 293-3020 from 11:00 a.m. to 3:30 p.m. for information on

events, activities, and exhibitions running at the Creative Arts Center. A calendar of events is published and available regularly at the CAC. In addition, the Mountainlair Gallery Series exhibits works by WVU students, regional and local artists. See "Activities Program Board."

**Arts and Sciences, College of** 293-4611

The largest college in the University. A virtual cornucopia of academic delights:

Biology
Chemistry
Communication Studies
Computer Science
Economics
English
Foreign Languages
Geography
Geology
History
Interdepartmental Studies
Mathematics
Philosophy
Physics
Political Science
Psychology
Public Administration
Sociology and Anthropology
Statistics

Arts and Sciences advisers can be found on the second floor of the Student Services Building or in the academic departments.

Erickson Alumni Center

# A-B

**Athletics** 293-5621

Whether it's the excitement of a football game at Mountaineer Field, the enthusiasm of a basketball game at the Coliseum or the determination of the rifle team in the Shell Building rifle range, WVU is well-represented by its athletic programs.

On autumn Saturdays, there is no more exciting place to be than Mountaineer Field. For three straight years, the Mountaineer football team has been invited to postseason bowl games, and its record of 19-4-1 in 1988 and 1989 is one of the nation's finest. In 1989, the WVU basketball team delighted Mountaineer fans with a 22-game winning streak, the longest in the country that season. The rifle team has won six of the past eight national championships, finishing second the other two years. Women's basketball captured the Atlantic 10 championship and advanced to the NCAA Tournament for the first time ever last year. Women's swimming has been the top Eastern team for two consecutive seasons. Wrestling, men's tennis (with two straight NCAA championship appearances), baseball (with eight straight 20-win seasons), and gymnastics (with 15 consecutive NCAA regional appearances), soccer, men's and women's cross country/track, men's swimming, women's tennis, and volleyball are all available.

As a student, you are admitted to football and basketball games by showing your full-time ID and PRT cards. Spouse and date tickets may be purchased separately. Contact the Mountaineer ticket office for more information (293-3541).

To be eligible to participate in athletic events, students must have at least a 1.6 GPA at the end of their first year, a 1.7 GPA by the end of their second year and a 1.9 GPA at the end of their third and fourth years, and at least a 2.0 GPA at graduation.

WVU also has an active intramural program. For more information on intramurals, see "Recreation-Intramural Sports."

**Attorney for Students** 293-4897

The office of the attorney for students is located in Moore Hall. The attorney is available to students for legal counseling in non-criminal matters. The cost for consultation/representation is covered by your student fees.

**Audit** 293-2124

If you want to take a class to learn the material but don't want to have to bother with tests (or grades or credit, for that matter), then you can audit the class. You will be on the class roster and pay the same registration fee, but will receive neither a grade nor credit. "Audit" status is determined when filling out the course registration form and must be determined by the end of the first week of class. If you audit a class one semester and want to retake it later for a grade, you have to wait at least one semester before retaking the course.

**A-V Library** 293-4019

The Audio-Visual Library is located in Colson Hall and has projectors, overheads, VCRs and other audio-visual treasures which may be used by faculty or by students with faculty approval. *Also, fun and educational films like "Serf's Up: The History of English Labor," and "Leave it to Cleaver, the Story of Medieval Executioners," are available for viewing.*

# B

**Balloon Festival** 296-8356

Spectacular event sponsored by BOPARC (the city's Parks and Recreation

Commission). Look for the big balloons and a lot of hot air in October. You can arrange rides — they're better than anything in an amusement park.

**Band** 293-5330

The Mountaineer Marching Band, a.k.a. "The Pride of West Virginia," has 350 members and is considered one of the top university marching bands in the country with one of the largest percussion sections in the world. Tryouts are in August. For more information on the band, call 293-5330.

**Banking**

See "Check Cashing."

**Banners** 293-2814

Banners, posters and stickers that are posted on the campus without administrative approval can be removed and the individual posting them may be subject to a fine. Limited banner space is available in the Main Lobby of the Towers Complex and can be reserved by calling 293-2814.

**Bicycles**

Believe it or not, bicycles are not allowed inside of University buildings. Gee whiz! What's this world coming to? You'll find bicycle racks, however, outside of some campus buildings so you can ride to class and lock your bike up outside.

**Birth Control**

See "Health Service."

**Black Culture, Center For** 293-7029

The Center for Black Culture is housed at 590 Spruce Street. It is a great place for all students to hang out, share ideas and meet people! The Center's goals are to promote cultural literacy regarding the Black experience, serve as a liaison with other support services, serve as an academic resource, and foster the development of a sense of community among Black students, as well as encourage interaction with all students. Programs include Black Alumni Weekend, a tribute to Martin Luther King, Black Student Leadership Conferences, Black History Month, and Kwanzaa (a celebration of the kinship of people of African descent). A newsletter called "Ebony Express" is published periodically by the Center. For more information, stop by the Center or give them a call at 293-7029. Also see "PASSKEY."

**Board of Governors**

See "Student Administration."

**Books**

There are two bookstores that sell textbooks for students: the University Bookstore on the downtown campus by the Mountainlair entrance with branches in Towers, the Law Center and the Health Sciences Center; and the privately owned Book Exchange on Willey Street, across from the College of Mineral and Energy Resources (White Hall).

**Box Office**

The University has four box offices, each one servicing a different type of event.

**Creative Arts Center Box Office** (293-3020): Located at the Creative Arts Center, this box office sells tickets to any production by students of the Theatre Department, such as "Three Penny Opera," and any performances by the Music Department, such as the Percussion Ensemble or the University Choir. HOURS: Open for two weeks prior to event, 11 a.m. to 3:30 p.m.

**Mountainlair Box Office** (293-3919): Located in the Student Organizations Wing of the Mountainlair, the Mountainlair Box Office sells tickets to Activities Program Board events, including Concert Series concerts, University Arts Series shows, and Mountainlair Program Series dinner theatres. On occasion, this box office will also sell tickets to concerts and shows at other area colleges and universities. HOURS: Monday through Friday, 8 a.m. to 6 p.m. (Closed Summers).

**Mountaineer Ticket Office** (293-3541): Located in the Coliseum, the only tickets you can buy there are athletic event tickets. HOURS: Monday through Friday, 8:30 a.m. to 4: 15 p.m.

**Movie Box Office** (293-6777): Guess what you can buy here? You got it! Movie

# B-C

tickets only! Guess where it's located? Yep, right beside the Mountainlair Gluck Theatre. HOURS: Opens one hour prior to movie time.

**Branches**

WVU branches include Potomac State College at Keyser, WVU at Parkersburg, Charleston Division of the WVU Health Sciences Center, Wheeling Division of the School of Medicine, and off-campus graduate centers at Jackson's Mill, Potomac State College, Shepherdstown and West Liberty. WVU also operates extension offices in all 55 counties, the state 4-H camp at Jackson's Mill, and a geology camp in Greenbrier County.

**Bucklew, President, "The"**

*No doubt you've heard of President Neil Bucklew, he presides over WVU – in a nice kind of way. You might want to think of him as kind of like a second Father, so if you have a problem in the middle of the night, wreck your car, get dumped by your girl/boyfriend or just need a friendly loan, feel free to call on him anytime. NO, scratch that.* (For problem solving, see "Moses".) Seriously, President Bucklew is a native West Virginian and a former WVU student. His even leadership and passion for social justice have made him well-known and respected. He's a keen leader and an unfailing advocate for students.

**Bursar's Office** 293-4006

Located in the basement of Stewart Hall, the Bursar's Office includes the Cashiers' Office, Financial Aid Disbursement and Student Financial Accounts.

**Business and Economics, College of** 293-4092

Majors within B & E include accounting, finance, management, economics, marketing, and graduate programs in industrial and labor relations, business administration, economics, and accounting. The College of B&E is located in Armstrong Hall for now, but is in the process of moving to their new building on University Avenue.

**Buses**

See "Transportation."

# C

**Calendar**

See Appendix K.

**Calendar of Events**

Watch for notices in the Daily Athenaeum.

***Calliope*** 293-3107

An annual publication by the English Club featuring works by members of the University community. For information, contact the English Department.

**Campuses**

WVU consists of the Downtown Campus (which is the oldest, founded in 1867), the Evansdale Campus (which was started in 1961), and the Health Sciences Center Campus. All three campuses are joined by the Personal Rapid Transit, or PRT.

**Career Services Center** 293-2221

The Center, located in the Mountainlair, has a job placement rate of over 90%. They not only help you find a job, they will help you choose a career that will make you happy. They use up-to-date methods of career selection, including SIGI Plus (System of Interactive Guidance and Information), an interactive computer program. Don't wait until the second semester of your senior year to come here; the Career Services Center can help you from day one. The Career Services Center can also help you find a summer job, part-time job, or internship. Resource material on employers, graduate schools, volunteer experiences, and careers is available.

**Cars** 293-5502

In short, if you have one, don't bring it unless you absolutely need it. Parking and driving in Morgantown are a nightmare!

There is a parking garage attached to the 'Lair – underneath the Plaza. The garage is currently being renovated and is temporarily closed to the public. Normally, entering the garage is free; exiting, however, costs you. Spaces are very limited so arrive early and count on waiting in line once the garage reopens.

There is only one free parking lot on campus. It is the Coliseum lot. If you park without a decal in what is called a "decal parking lot" (and they are clearly designated), then you will get at least one $10 ticket. If you do not pay your tickets, the Parking Office will get in touch with Admissions and Records and withhold your grades and/or keep you from registering for classes (or you can be arrested!). It can happen to you – parking tickets can make life miserable for you if you don't cough up the dough. Parking decals are rarely, if ever, issued to freshmen (except for Area 71 by Towers).

Morgantown has some city parking lots, metered spaces along streets, limited

free on-street parking, and some parking that is two-hours-only (the police chalk your tires and can tell by that if you've been parked there over two hours). Fines vary, depending on the violation. Offenses like parking in a fire lane or a private parking lot will get you towed. The worst possible violation is to park illegally in a handicapped space. This will get you a hefty fine, towed, and no respect.

*The easiest way to get around Morgantown is astral projection, but if you're not quite accomplished at that, try walking.*

**Driver's Licenses:** If you're from another state, you do not need to get a West Virginia driver's license if you have a valid one from your own state. If you are from another country, you will need to get a West Virginia driver's license from the State Police Headquarters on Monongahela Boulevard at 285-3200. Be sure to take your passport with you.

On another license note, if you try to get into a bar with a fake license, you probably won't have too much luck, *because most Morgantown bars hire ex-CIA cryptographers and forgery experts to work the door.* They're efficient, too.

### Cashiers' Office 293-3810

Located in the basement level of Stewart Hall, the cashiers' office accepts payment for tuition and fees and disburses some forms of financial aid. *Don't try to weasel out of paying by saying you forgot your wallet, your roommate was holding your invoice and it suddenly burst into flames, etc. They just won't fall for it.*

If you bounce a check off the University, say for tuition, then the Non-Sufficient Funds (NSF) Check Policy goes into effect. The University will actively try to collect its money, and if you don't pay up within a certain amount of time you will be withdrawn from your classes. See "Restriction" and "Appendix I."

### Catalog, University 293-2124

An important book to have, with all kinds of information you need to know. It's full of information on WVU's procedures, academic policies, majors, classes, etc. A copy of the catalog is given to each new student at Orientation. Duplicate copies can be purchased at the University Bookstore.

### Changing

Changing is something every student at WVU does in some manner while they're here.

To change your address, go to Admissions and Records.

To change your residence hall room, see your Resident Assistant.

To change your major, see your adviser.

To change, update or correct information in the MOUNTIE, notify the Director of Orientation in the Office of Student Life in E. Moore Hall.

### Cheating

If you cheat (copy someone else's answers on a test, knowingly allow someone to copy from your test, use someone else's term paper, etc.), then you can receive a failing grade in the class and could be subject to further disciplinary measures.

It's old but true: cheating gets you nowhere. You may get a passing grade on the test or in the course, but in the long run, you're just cheating yourself. For more information, see Appendix C.

### Check Cashing

In order to cash a check in Morgantown, you almost have to open a local bank account. Another option is to get an automatic teller card from your home bank, providing it is compatible with the machines here. The automatic teller machines in Morgantown are part of the Cirrus financial network. Both MAC cards and OWL cards can be used in these machines.

### Cluster

A cluster is a group of related classes the University requires you to complete. You must successfully complete 12 hours in each cluster (Cluster A, B, and C) as described in the Undergraduate Catalog in order to receive a bachelor's degree.

### Code of Student Rights and Responsibilities

See Appendix A. Okay, so it's not exactly exciting reading, but it is beneficial for you to know your student rights.

### Coliseum

Seating more than 14,000 for basketball games and able to host commencements, concerts and trade shows, the Coliseum is located on WVU's Evansdale Campus. Opened in 1970, the Coliseum is home to several of the Mountaineer athletic teams, and houses many departmental offices and classrooms.

### COMER (College of Mineral and Energy Resources) 293-5695

COMER houses the disciplines of mining engineering, petroleum engineering, mineral and energy resources, mineral engineering, and mineral processing engineering. It has been located in White Hall in the past, but COMER will be in a new building on Evansdale (near Engineering) this year.

### Commencement

See "Graduation."

### Committees

Student Administration Executive Committees, whose chairs are appointed by the SA president, are a good way to get involved in student government. They include Academic Advancement, Bureau of Finance, Environmental Concerns, Legis-

# C-D

lative Concerns, Committee on Information, Safety, and Social Justice.

University-wide committees with student representation include the Social Justice Council, Athletic Council, Black Community Concerns Committee, Committee to Recommend Names for Campus Facilities, Council for Women's Concerns, Council on Admissions, Council on Planning, Handicap Accessibility Committee, Mountainlair Advisory Committee, Senate Comittee on Student Instruction, Student Health Services Advisory Committee, Committee on Student Organizations, Student Publications Committee, Student Records Committee,

University Committee on Alcohol and Other Drugs, and the University Committee on Student Rights and Responsibilities.

**Choir** 293-4091

See "Music."

**Commuting Students**

See "Student Life."

**Computing Services** 293-3011

There are public computer sites located in Armstrong Hall, the Mountainlair, and the Evansdale Library. Several colleges maintain computer sites and microcomputer laboratories (check with your respective school). You can also have a personal computer in your residence and, with a modem, link to WVNET, the mainframe computer resource for all public colleges and universities in West Virginia. For more information, see Computing at WVU 1989-90, available free-of-charge from WVU Computing Services, 293-3011.

**Concert Series**

See "Activities Program Board."

**Conduct**

See "Appendix A and B."

At sporting events, don't bring umbrellas, banners, flags, or hard containers (like cans, bottles, thermoses) into the Coliseum or Mountaineer Field because a bottle tossed from the upper decks can do a lot of damage to someone in the lower deck. See "Athletics."

**Copy Centers**

There are five *There are five* copy centers *copy centers* on campus *on campus*: 407 Allen Hall, 2023 Health Sciences Center (North), the Mountainlair, the Law School, and the Communications Building on Patteson Drive.

**Counseling and Psychological Services Center (CPSC)** 293-4431

Located on the third floor of the Student Services Building beside the Mountainlair, the CPSC is staffed by an excellent group of psychologists who can help you with anything from stress to depression to eating disorders to career choices to a simple case of the blues. Call for an appointment, it's free (i.e. you paid for it in your student fees).

Every month, hundreds of students visit the CPSC. Everything discussed there, even the fact that you were there, is held in strict confidence. Topical and personal growth groups are also available. Also see "Disability Services."

**Craft Shop** 293-3614

See "Recreation-Intramural Sports."

**Creative Arts, College of** 293-4841

The College of Creative Arts is located in the Creative Arts Center on the Evansdale Campus. It houses the divisions of art, music and theatre. The students put on exhibits of their own art, and perform recitals and plays throughout the year.

# D-F

## D

**The Daily Athenaeum** 293-4141

The Daily Athenaeum, or the "DA," is the student-run campus newspaper and it is independent from the journalism school. It employs over 100 students who enjoy or want to learn about newspaper writing and editing, photography, advertising and production. The DA is always looking for good people and you don't have to be a journalism major to work there. Copies of the DA are left in visible areas in campus buildings and are available to all students for free (i.e., 20% of the cost is covered by student fees and 80% by advertising sales).

**Day Care** 293-5480

If you need day care for children while attending class or for any other reason, there are several day care centers in Morgantown. For a listing of centers, check with the University's Child Care Clearinghouse at 293-5480. The part-time job service in the Career Services Center also posts job openings and maintains a list of students interested in doing day care or babysitting (293-2221).

**Days of Special Concern**

The WVU faculty is asked to observe days of special concern. On these days, absences are excused and no examinations or field trips are scheduled. They are Rosh Hashanah, Yom Kippur, and Passover.

**Dead Week**

Dead week is the last week of classes before final exams. Although new class material is still being presented during that week, the only tests that can be given during Dead Week are finals for evening classes, practical laboratory tests, make-up exams, and regularly scheduled short quizzes.

**Dean's List**

If you earn a really good GPA, usually above a 3.5 (it varies depending on your school or college), then you make the semester Dean's List.

**Degrees**

WVU confers bachelor's, master's, doctoral, and professional degrees in 176 programs.

**Dentistry, School of** 293-2521

The School of Dentistry is located in the Health Sciences Center. Upon graduation, you will receive a D.D.S. and be qualified to practice dentistry. The entrance requirements are very stiff, *so don't get too down in the mouth if you don't get in the first time.* The School of Dentistry also offers a program in Dental Hygiene.

**Directory**

The West Virginia University Directory, published every year, lists phone numbers and addresses for students, faculty and staff. Degrees conferred to faculty and staff are also listed. University Directories are provided in residence hall rooms or you can purchase new Directories from the Bookstore when they are published in the fall.

**Disability Services** 293-6700

Located in 215 Student Services Center (beside the 'Lair), Disability Services is part of the Counseling and Psychological Services Center. A confidential resource, information, referral, and counseling service not only for students with obvious impairments but also for students with less visible disorders such as diabetes, cardiovascular problems, learning disorders, asthma, allergies or epilepsy. Other individuals who utilize this service have a temporary disability such as a sprained ankle, a broken arm, or a hospitalization. Some of the services provided by DS include:

- Liaison between students and faculty.
- Individual and group counseling.
- Vocational/career guidance.
- Facilitating accessibility.
- Information for faculty on teaching strategies and alternative testing methods for students.
- Resources for the location and/or provision of interpreters (for deaf students), readers, tutors, and notetakers, and some special equipment needs.
- Transportation is also arranged for individuals with temporary or permanent mobility impairments (gets you from your residence to class and back again).

Also see "Counseling and Psychological Services."

# E

**Disciplinary Procedures** 293-5611

See "Code of Student Rights and Responsibilities," "Conduct Policy," and "Residence Hall Regulations," all of which are in the appendix.

**Dominion Post**

The Morgantown newspaper. For state and local news, you can buy the Dominion Post outside the Mountainlair and in the Towers Main Lobby.

**Dorm**

*Aaiiiiiigh! We don't call them that here! "Dorm" rhymes with "norm," and that's certainly not what they are. See "Residence Halls."*

**Drop**

If you need to drop a class, see "Add/Drop." If you need to bail out of all of them, see the section on withdrawing under "Student Life."

**Drug Treatment** 293-2311

See "Student Assistance Program."

**Due Process** 293-5611

A "fair shake." You have the right to be heard, the right to face your accuser, and the right to appeal an unfair decision.

University academic/nonacademic hearing committees are not courts of law and do not conduct adversarial proceedings with technically trained judges and attorneys. If you are not satisfied with the way something is going, you can appeal it. Student/faculty committees can be formed to hear appeals under the concept of academic due process. See Appendix A, B and C.

**Elizabeth Moore Hall**

(Alias E. Moore Hall or just plain Moore Hall). A great place to relax between classes. It houses several units of Student Affairs and of Physical Education, as well as the Betty Boyd Lounge.

**Emergency** 9-911

In cases of emergency when using a campus phone, dial 9-911 to receive appropriate emergency assistance.

**Emergency Loans** 293-3331

If you need a loan quickly, go to the Financial Aid Office in the Mountainlair and inquire about an emergency loan. Sorry, you probably won't get cash for a weekend trip, sport wheels for your car, or that terrific outfit you saw that you've just got to have but a legitimate need gets a good hearing.

**Employment**

If you are keen on getting a job, then you have several options. Check out the Human Resources department in Knapp Hall, which is down the street from Stansbury Hall on Beechurst Avenue. To see if you qualify for work-study, see the Financial Aid Office. The Career Services Center in the Mountainlair always has listings of people who need student help either in the University or in Morgantown. Also, the Career Services Center can help you find summer jobs or internships. Try the Office of Student Activities in the Mountainlair for information about ushering, ticket taking, advertising and concert crew jobs. Walk up and down High St., the main drag in downtown Morgantown. There are several businesses there that often hire during the year. Always check the classified ads in The Daily Athenaeum and the Dominion Post.

**Engineering, College of** 293-4821

Located on the Evansdale Campus, the College of Engineering contains the departments of Mechanical and Aerospace, Chemical, Civil, Industrial, Electrical and Computer Engineering.

One of the highlights of the school year is the annual egg-drop competition at the College. Students design and build containers which will hold a raw egg and attempt to keep it from breaking when dropped from the top of the 10-story engineering building.

**Erickson Alumni Center** 293-4731

Designed by renowned architect Michael Graves, the alumni center is located next to the Communications Building on Patteson Drive on the Evansdale Campus.

**Expulsion**

A student can be expelled from WVU for a serious offense. Contact the Office of Judicial Programs in Student Life in Elizabeth Moore Hall if you have questions or concerns regarding expulsion.

**Extension and Economic Development** 293-5691

The WVU Extension Service helps people throughout the state identify and solve problems. Using research generated

knowledge from the campus, programs are developed to meet individuals' needs. Most extension programs are conducted through the 55 county extension offices. For more information, call 293-5691.

# F

## Faculty

The WVU faculty includes all instructors from deans and doctors to lecturers, professors and graduate assistants. All faculty have office hours during which you can (and should!) go and see them to talk about class, yourself, or whatever is on your mind. Don't be afraid to approach faculty — the only way they will know that you are interested is for you to make the first effort. It is surprising how much a little effort pays off.

## Family Educational Rights and Privacy Act

See Appendix D.

## Fees 293-2124

Plenty o' fees for everyone. For a general breakdown on what tuition and fees you're paying, see the undergraduate catalog or a current schedule of courses. If you need more specifics, contact Admissions and Records.

## Film Series

See "Activities Program Board."

## Finals

*See "How to make an appointment with the University Counseling Service."* Actually, finals are an unavoidable part of college life. Final exams are given during the last week of each semester. There are no classes scheduled during finals week, only exams, lots of exams.

If you have more than three finals scheduled on the same day, you can speak to your professor about having one of your finals moved to another day.

Not all finals are comprehensive — it's up to the professor or department. And not all finals are the same percentage of the overall grade in the class. In some classes, the final can count as much as 50%, and in others, as little as 20%.

The best way to study for a final is to keep up during the semester. It's sad but true: If you didn't learn geology all semester, you're probably not going to learn it in three nights.

Also, if you've been consistently getting "Cs" on your Calculus tests all semester, don't expect to get an "A" on the final even if you study two weeks ahead of time. Your performance on the final is usually similar to your performance during the semester.

## Financial Aid 293-5241

Financial aid consists of scholarships or grants (aid), loans, and work-study. Any student can apply for consideration for financial aid and **no student should withdraw from the University for financial reasons without contacting the Student Financial Aid Office to determine eligibility for aid and the availability of funds.**

For further information, contact the Student Financial Aid Offices in the Mountainlair at 293-5241 or the Health Sciences Center Financial Aid Office at 293-3706. See Appendix J.

## Fireside Chats 293-2339

A program series on women's concerns and experiences sponsored by the Center for Women's Studies. Call 293-2339 to get on their mailing list.

# F-G

### Food

There are several places to eat on campus. There are residence hall cafeterias in Arnold, Boreman, Stalnaker, and the Towers Complex. The Eagles Nest and Souprie also serve food in Towers. There is a cafeteria in the Health Sciences Center and a snack bar in the Coliseum. The Mountainlair has Hatfields, Marketplace, the Hearthstone, Taco Bell, Wendy's, Little Caesar's Pizza, Scoops Ice Cream Shoppe, JACS, and Ooie Gooies. The Mountainlair also caters events on and off-campus.

### Foundation, Student 598-2700

The student branch of the West Virginia University Foundation (the private, nonprofit fundraising arm of the University) sponsors student programming. The Student Foundation is responsible for the highly popular Mountaineer Week (October 28-November 3, 1990), a celebration of the state of West Virginia, "After Hours" faculty-student mixers, Amateur Night talent show, Spring Leaders Reception, and the Zero Year Reunion for graduating seniors. Applications to be a member of the Student Foundation are accepted in March for the following year. Any student may apply.

### Fraternities 293-4605

West Virginia University has twenty-three national fraternities that make up the fraternity system. Most of these organizations provide private housing for their membership, which consists of 20% of the undergraduate male population.

Fraternities are visible on campus through philanthropic activities, community service projects, and university sponsored events, such as Homecoming.

Fraternities at WVU include:

Alpha Gamma Rho
Alpha Phi Alpha
Beta Theta Pi
Delta Tau Delta
Kappa Alpha
Kappa Alpha Psi
Kappa Delta Rho
Kappa Sigma
Omega Psi Phi
Phi Beta Sigma
Phi Delta Theta
Phi Gamma Delta
Phi Kappa Psi
Phi Kappa Sigma
Phi Sigma Kappa
Pi Kappa Alpha
Pi Kappa Phi
Sigma Chi
Sigma Nu
Sigma Phi Epsilon
Sigma Pi
Tau Kappa Epsilon
Theta Chi

### Freshmen (1-28 Credit Hours)

A unique species that frequents the residence halls. Members are characterized by:

1. An openness to trying new and exciting things;
2. Orientation packets and campus maps;
3. Parents who call weekly and periodically send chocolate chip cookies.

### Full-Time Status

Full-time status for undergraduates requires a minimum of 12 hours per semester and for graduate students, nine hours per semester. If you drop a class during the semester and that takes you below 12 hours, obviously you will no longer be considered a full-time student. Dropping below full-time may affect your eligibility for financial aid, athletics, or residence in University housing, so check out the consequences before you drop the class.

## Gallery Series

See "Activities Program Board."

## General Studies 293-5805

Myths about general studies:

1. People who take general studies courses are stupid because they can't make up their minds.
2. It's easy.
3. It won't do you any good.
4. It's a waste of time.

There are more, but these are the chief ones. Let's address them one by one.

1) If there's anything that's stupid, it's jumping into a major that you're not sure of. Often, it's best to sit back in general studies for a while and check out the scene.

2) Wrongo. You can take upper level classes in general studies; plus, you're not restricted to departmental curricula.

3) Wrong again. As is said above, sometimes the best thing about general studies is that it gives you time to decide other things. Also, you can take care of your basic requirements while figuring out a major.

4) The most infuriating. **No** time spent learning at a university is wasted time!

## Gerontology Center 293-2081

The Gerontology Center staff coordinates the curriculum for the Gerontology Certificate Program to train practitioners to work in gerontological care, conducts research on aging, and provides information on services in the community that relate to the elderly. They are also involved in sponsoring the WVU Summer Elderhostel Program (a week-long program of classes, showcase lectures, and extracurricular activities for students over 60).

## Grade Point Average (GPA)

Those magical, mystery numbers that strike either fear or joy in the hearts of college students. That's what learning boils down to: grades, marks, the ol' GPA. Good GPAs can get you into law school, med school and good jobs. Bad ones can keep you out of all of the above.

Your GPA is calculated by dividing the total number of points (course credit times grade points, i.e., A = 4 points, B = 3 points, etc.) by the total number of hours for that semester.

GPAs must, however, be taken with moderation. A good GPA, while due reason to celebrate, is not cause for national enshrinement. Likewise, a low GPA, while indicating a lack of proficiency, is no reason to throw in the towel.

## Grades

The unavoidable, mortifying things one receives in the mail after the terror of final exams. Although grades are important, don't think that they are everything. When you are applying for a job, employers also look at other factors besides grades. Extracurricular activities, job experience and the interview are important, too.

## Graduate Assistantships

Every department has Grad Assistantships which might include grading papers, doing research, or teaching lower division classes. For more information, contact your department.

## Graduation

That day for which all strive. The day when one leaves the university and emerges into the "real" world. Ceremonies are held at the Coliseum on a Sunday in May, one week after Spring finals are over.

Some colleges and schools hold special convocations on Commencement weekend. Graduating students are assessed $20 graduation fees at the beginning of the semester that they plan to graduate. In addition, candidates for graduation *must* file for graduation by the first two weeks of their final semester. Actually, it's better to apply even earlier so you can get a graduation "check-up" from the powers that be. Then you can use your last semester to complete any outstanding requirements and there won't be any nasty surprises. Remember that graduation is not automatic. You must apply.

Caps, gowns, etc., can be purchased at the University bookstore. For more information, contact your department.

## Grumbein's Island

Bet you didn't think it had a name, did you? Grumbein's Island is that oasis, that mecca, that sanctuary of safety on University Avenue in front of the Mountainlair. *It is landscaped with boulders and hardy yucca plants and is the only thing between students crossing the street and the hood of a car.* It was named after Professor J. B. Grumbein, who was superintendent of Buildings and Grounds at the time the Island was built in 1932.

# H

**Health Sciences Center** 293-2321

Home of schools awarding degrees in nursing, pharmacy, medicine, medical technology, physical therapy, dentistry, dental hygiene, and basic medical sciences. In addition, the Health Sciences Center Campus includes Ruby Memorial Hospital, Children's Hospital, Chestnut Ridge Psychiatric Hospital, The Mary Babb Randolph Cancer Center, the Physician Office Center, Mountainview Rehabilitation Hospital (under construction) and the Student Health Service.

**Health Service** 293-2311

Home of the M.D. doctor (as opposed to the Ph.D. or the Ed.D. doctor). The Health Service is on the ground floor of the Health Sciences Center (see campus map on page 78). Care provided includes general ambulatory care, laboratory and radiology testing that is ordered by a Health Service physician, routine gynecology, family planning, some immunizations, physical therapy, dietitian services, and psychiatric services. Lots of health education programs are also offered. These include alcohol and substance abuse education, sexual assault prevention and education, and AIDS awareness. Information and health care for all currently available methods of birth control, as well as information on how to be as safe as possible in a sexual relationship, are available at the Health Service. See also "Student Assistance Program," "Sexual Assault Prevention and Education" and "AIDS."

You do need to call ahead and make an appointment unless it is an emergency. The Health Service is free (i.e., the cost is covered by student fees) for students who pay full-time student fees and have a current full-time student ID. If you are a part-time student or did not pay the full-time activities fee, you can opt to pay the Health Service fee at the beginning of each semester or you can use the Health Service on a fee-for-service basis. Families of students are not eligible for Health Service care.

You do have to pay for charges that result from hospitalization and referrals outside the Health Service for additional care or testing, and that can cost some bucks! Make sure you have supplemental health insurance coverage of your own or you are covered under your parent's policy. Information on a supplemental health insurance plan is available from the Health Service. Supplemental health insurance coverage is required if you are an international student.

Health Service Hours:
8:30 a.m. to 5:00 p.m. Monday through Friday.

Limited Service Hours:
5:00 p.m. to 8:00 p.m. Monday through Friday, 9:00 a.m. to noon on Saturday, 1:00 p.m. to 4:00 p.m. on Sunday (except on University holidays).

**Hearthstone**

Nice spot in the Mountainlair to relax, have lunch, or grab a snack between classes. There is entertainment in the Hearthstone on Thursday evenings. See "Mountainlair."

**Help** 293-5611

If you are unsure about where to turn for help, don't give up! Check with the staff in the Office of Student Life in Moore Hall. They can help or connect you with the right person or service to assist you.

**High Street** (the North end of High Street runs behind the 'Lair Plaza)

Morgantown's main street where many interesting shops and restaurants are located. Also on High Street are banks, a dry cleaner's, shoe shops, drugstores, and theatres.

**Honoraries**

See "Organizations."

**Honors Program** 293-2100/5989

A limited number of students are invited to participate in the University Honors Program which provides specific Honors courses to meet general education and/or core requirements. Students who complete this program receive identification on their diplomas and on transcripts as University Honors Scholars.

**Housing**

For information on off-campus housing, see "Student Life" or call 293-5611.

For information about University owned and operated residence halls or apartments, see "Residence Halls" or call the Department of Housing and Residence Life at 293-4491.

**Human Resources and Education, College of** 293-5703

Majors include:

- Education
- Counseling
- Education Administration
- Educational Psychology
- Elementary Education
- Reading
- Rehabilitation Counseling
- Secondary Education
- Special Education
- Speech Pathology and Audiology
- Technology Education

For more information, see the University Catalog.

# I

**ID Cards** 293-7122

**Full-time ID Cards:** Picture ID cards are given to students who have paid full-time Special Fees. Your full-time ID card entitles you to admission to certain WVU athletic events, use of the Health Service, Counseling Service, and discounts to Activities Program Board events. If you live in the residence halls, it also serves as a meal card. If you are a part-time student, you can pay the optional Special Fees during registration to entitle you to all services and activities provided for full-time students.

If your ID card is lost or stolen, you can get a replacement card from the Student ID office in the Student Organizations Wing of the Mountainlair if you live off-campus, or from the Validine Office in Towers if you live in a residence hall. A $10.00 fee will be assessed for your new card. ID cards remain the property of WVU, can be confiscated if misused, and must be surrendered upon request by WVU officials.

**Paper ID Cards:** Students who have paid the minimum Special Fee (including part-time students and students with a tuition waiver) can get a paper Student ID card in the ID Office in the Mountainlair. This paper card is valid for examinations, library use, and admittance to recreational facilities. If you want to have your picture added to the card so that you can use it as a visual form of identification, there is a $10.00 charge.

**Spouse Identification Card:** Spouse Identification Cards are available at no charge in the Recreation-Intramural Sports Office at 44 Stansbury Hall (293-5221). You must present your student ID card and spouse identification (driver's license, marriage license, etc.) to get the card. It allows your spouse to use University facilities during regularly scheduled informal recreational hours.

**International Student Office** 293-5611

See "Student Life."

**Intramural Sports**

See "Recreation-Intramural Sports."

# J

**Jobs**

See "Employment."

**Journalism, Perley Isaac Reed School of** 293-3505

One of the oldest schools of Journalism in the United States (established in 1939). It offers B.S.J. and M.S.J. degrees with courses of instruction in Journalism, Advertising, Broadcast News, News-Editorial, and Public Relations. For more information, see the University Catalog.

**Judicial Board** 293-3813

The Student Administration Judicial Board rules on conflicts within Student Administration, certifies all Student Administration elections, and addresses other judiciary matters as necessary.

There are also judicial boards within the residence halls that rule on incidents that occur in the halls. For more information on residence hall judicial boards, call 293-5079.

**Judicial Programs** 293-5611

See "Student Life."

**Juniors** (59-88 Semester Hours)

*Members of this species frequent off-campus housing and can often be found in the 'Lair. Many juniors have finally decided on a major and thus look less anxious about their future. Basically, this species is pretty upbeat since its members have figured out the system and still have time to beat it before they graduate!*

# K

**Know-It-All**

*An attitude that comes and goes — usually comes when conversing with younger siblings — usually goes during finals week.*

# L

**'Lair**

See "Mountainlair."

**Law, College of** 293-5306

The WVU Law Center is located near both the Evansdale Campus and the Health Sciences Center, overlooking Mountaineer Field. For more information, see the University Catalog or contact the College of Law at 293-5306.

**Learning Centers, Residence Halls** 293-5070

Learning Centers are located in the Towers Complex, Arnold and Dadisman Halls, and are staffed by upperclass and graduate tutors who can help you with a variety of basic courses, study skills, time management strategies, and peer advising. The centers are open in the evenings and are free of charge to residence hall students. Tutors in the Centers can help you learn how to solve that impossible equation, outline that biology lab report and manage your time. They are there to help!

**Leave of Absence Policy**

All full-time undergraduate students who are in good standing and are not subject to disciplinary action may request a formal leave of absence from WVU for up to two years. Extensions of this leave may be granted up to a total of five years. If granted a leave of absence you still have certain privileges related to use of WVU facilities and are eligible to return without application fees. You must complete a leave of absence request form available through an academic adviser, the Office of Student Life or Admissions and Records at the time of withdrawal.

**Lecture Series**

See "Activities Program Board."

**Legal Counseling**

See "Attorney."

**Liability Insurance** 293-4001

WVU is insured through the State Board of Risk and Insurance Management, headquartered in Charleston. If you have questions about the University's liability insurance coverage or require claim processing, contact the Office of the Controller at 293-4001. If you have questions regarding student medical insurance coverage, contact the Student Health Service at 293-2311.

**Library** 293-2440

WVU libraries contain over 2.5 million items including 1.4 million volumes and 1.7 million microforms. The library system consists of the Wise Library and nine branches. Many individual departments also maintain their own mini-libraries.

**Wise Library,** on the Downtown Campus, houses the bulk of the collections in history, literature, and the social sciences, the Public Catalog, the Rare Book Room, the government documents and map collections, and the administrative offices (293-5040). The Periodical Reading Room on the sixth floor and the study carrels in the "stacks" are great places to study.

**Colson Hall,** across the street (University Avenue) from the Wise Library contains the West Virginia Collection (x3536), the Audio-Visual Library (x4019), and the Reserve Collection Library (x2640).

**Evansdale Library,** on the Evansdale Campus, houses collections supporting colleges and schools located on the Evansdale Campus, such as Agriculture, Creative Arts, Human Resources and Education, Engineering, Forestry, Physical Education, and Social Work. (293-5039)

**Law Library** is in the Law Center. (293-5309)

**Mathematics Library** is in Eiesland Hall. (293-6011)

**Health Sciences Center Library** is on the second floor of the Health Sciences Center and supports the teaching and research programs of the Schools of Medicine, Dentistry, Nursing, and Pharmacy. (293-2113)

**Music Library** is in Room 424-A of the Creative Arts Center. (293-4505)

**Physical Sciences Library** is on the first floor of the Chemistry Research Laboratory and supports the fields of Chemistry, Physics, Geology, and Astronomy. (293-3420)

**Lifesaver** 293-5079

1. A sweet, round candy with a hole in the middle;
2. Your best friend in a time of crisis;
3. A publication put out by Residence Life with all kinds of helpful information about the Residence Halls and campus life.

**Link Day** 293-2013

The traditional day, usually in early April, when members of the six class honoraries are initiated. For additional information, contact the Link Day Adviser in 104 Eiesland Hall.

**Local Students**

See "Student Life."

**Lost and Found** 293-3136

If you've lost an item, check with the dean or director's office closest to the area where the item was lost or with the Public Safety Office. After 30 days, items that have not been claimed are sent to the Manager of Inventory Control where they are stored until claimed by the owner.

**Lyon, Harriet**

Harriet Lyon was the first woman student to graduate from WVU in 1891. 1989-1991 celebrates 100 years of women's education at WVU. You can participate in this celebration by calling 293-7261.

*Harriet Eliza Lyon*
*Class of 1891*

# M

**Mail**

See "Postal Service."

**Math Learning Center** 293-7273

Located in B20-23 Eiesland Hall and open Sunday through Friday. Tapes and tutors are available for all your math needs. Remember how your Dad said he could help you with math, then always found something more important to do when he got his first look at an integral?

**Math Workshop** 293-7273

No doubt you have heard of the Math Workshop. You may even already be enrolled in it or soon will be. If that's the case, take heart, you won't be alone. Each year many, many students do not score high enough on the Math placement test to enroll in Math 3. These students have the opportunity to enroll in the workshop or a less difficult non-credit class, depending on their score. Cost for the Math Workshop is $110 and successful completion of the Workshop guarantees admittance into Math 3.

**Medicine, School of** 293-4511

Located in the Health Sciences Center, the School of Medicine offers degrees in medical technology, physical therapy, anatomy, biochemistry, medicine, microbiology, pharmacology and toxicology, physiology and biomedical sciences. For more information, see the Health Sciences Catalog.

**Memorial Plaza**

The concrete landing in front of Oglebay Hall that houses the mast, bell and flag poles of the battleship U.S.S. West Virginia.

**Mid-Term**

October 9, 1990 and February 26, 1991. D and F reports (if you are unlucky enough to be getting any) are sent to your local address at mid-term. Instructors are encouraged but not required to report mid-term grades. If you think you are doing poorly in a course and do not receive a report, it is a good idea to check with the instructor so you know where you stand.

**Mineral and Energy Resources, College of (COMER)** 293-5695

See "COMER."

**Monticola** 293-3824

The word means "dweller in the mountains" and it is (was) the name of WVU's official yearbook. Office is (was) located at 284 Prospect Street. Unfortunately, the yearbook is (is!) having financial difficulty and is (is!) not currently being published.

**Moses, Dean of Student Life** 293-5611

Dean Moses is probably one of the nicest people you will have the pleasure of knowing at WVU (or any where else for that matter). He is Dean of Student Life and one of your greatest resources on campus. The position of Dean of Student Life is that crucial link between student and administration. So, if you have a serious problem or concern at anytime and you only have one quarter to make one phone call to the University to solve all of your problems, use it to call Dean Moses at 293-5611. His office is in E. Moore Hall.

**Mountaineer**

WVU's mascot (check out the statue in front of the Mountainlair and the Bookstore). Applications to be the real-life Mountaineer are handled by the honorary organization, "Mountain." This year's Mountaineer is Natalie Tennant.

**Mountaineer Field** 293-4194

Home of 65,000 screaming fans on football Saturdays, Mountaineer Field has established itself as one of the finest athletic facilities in the country. In addition to football, the men's soccer team plays at Mountaineer Field. Umbrellas, alcohol and hard containers are prohibited inside the stadium.

**Mountaineer Week** 598-2700

A traditional annual event sponsored by Student Foundation to celebrate West Virginia's heritage. Highlights are arts, crafts, quilt shows, traditional music and food. This year's Mountaineer Week will be held October 28-November 3, 1990.

**Mountainlair** 293-3701

WVU's student union, centrally located on the Downtown Campus, provides a casual environment for campus activities and social gatherings. It contains:

1. Information Desk — The central information center on campus. Staff has up-to-date information on all campus activities and events, and will try to answer all of your questions (293-3701). Free, on-campus calls can be made from the counter phone.
2. Games Area — A complete recreation hall with bowling, billiards, video games, table tennis, Foos-ball, chess, playing cards, Trivia, etc.
3. Javas — A petite gourmet coffee shop featuring Expresso, Cappuccino, and whole bean coffees — ground to order!
4. Ooie Gooies — Fresh pastries and pepperoni rolls (a native West Virginia delicacy).
5. Hatfields — daily lunch specials in a relaxing atmosphere.
6. JACS — Just Another Convenience Store. Home of the MAC machine and Picture Place.
7. Hearthstone — On the ground floor. Sandwiches, cold drinks, popcorn, and weekly entertainment.
8. Scoops Ice Cream Shoppe — Sit down to a cool temptation or grab a popcorn, soda or nacho snack.
9. Wendy's, Taco Bell, Little Caesar's Pizza, Pizza — In the Mountainlair Food Court.
10. Marketplace — A very vegetarian variety.
11. Meeting rooms — Twelve in all. Must be reserved.
12. Lounges — Study and relax.
13. 'Lair Box Office — Tickets for Activities Program Board events.
14. Gluck Theatre — Good movies at the best price in town.
15. U-92 Campus Radio Station — The New Music Pioneer. A student volunteer station with an alternative listening format.
16. Grandview — Second floor art gallery with weekly exhibits.
17. Outdoor Recreation Center — Student rates on camping, back-packing, and skiing equipment.
18. Notary Public — Available in the second floor Business Office and in the Student ID Office.
19. Student Administration, Student ID Office, and Student Organization Services — In the Student Organizations Wing of the Mountainlair.
20. Financial Aid Office, Student Activities and Educational Programming, Career Services, and the WVU Bookstore — All are located in the Mountainlair.

**Mountainlair Program Series**

See "Activities Program Board."

**Movies**

See "Activities Program Board."

**Music** 293-4091

If you are musically inclined, then there are several opportunities on this campus to exhibit your talents. The Creative Arts Center has orchestras, choirs, bands, hot jazz ensembles, and other performance groups that aren't restricted to music majors. If you are interested in rock and roll, punk, folk, industrial, or almost any other type of music, there is probably a band in Morgantown looking for help. The local music scene is pretty substantial and is covered heavily by both campus newspaper and radio station, so performance gets noticed. Also see "Band," "Creative Arts," "Box Office," and "Radio Station."

**Natatorium** 293-5221

The building where the indoor swimming and diving pools are located. There are recreational swimming hours available, and you can check to find out when it's open for a leisurely swim by calling 293-5221. If you look around, you can put together a pretty good spa program without joining one.

**Non-Traditional Students** 293-5611

See "Student Life."

**Notary Public**

See "Mountainlair."

**Nursing, School of** 293-4831

Offers degrees in (guess what!) Nursing. It is located in the Health Sciences Center. For more information, see the University Catalog.

**OASIS (Older Adult Students Information & Services)** 293-5611

See "Student Life."

**Off-Campus Housing**

See "Student Life."

**Orchestra** 293-4091

See "Music."

**Organizations** 293-4397

WVU has 211 recognized campus organizations. Undoubtedly, there is an organization for you, one that appeals to your interests. If not, you can easily form a new organization. One of the best things about the groups on campus is that you don't have to be an expert at whatever the activity is — you can learn it from fellow members. So, look over the following lists of recognized student organizations, find a group that appeals to you, and get involved! Also, see "Fraternities" and "Sororities." For more information on specific organizations, call or stop by the Student Organization Services Office in the Student Organization Wing (SOW) of the Mountainlair at 293-4397.

*Cultural Arts*

Ballet Ensemble
CCA Design Group
Mountain Jazz Dance Theatre
Orchesis Modern Dance

# O-P

*Fraternities*

See "Fraternity"

*Graduate*

College of Human Resources and Education Graduate Student Association
English Graduate Student Association
Graduate and Professional Student Association
Graduate Association of Mineral Economic Students (GAMES)
Graduate Resource Management Association
Graduate Social Work Student Organization
Graduate Student Association of Plant Pathology/Agricultural Microbiology

*Honoraries*

Alpha Epsilon Delta (Pre-Med)
Alpha Omega Alpha (Medicine)
Alpha Pi Mu (Industrial Engineering)
Alpha Tau Alpha (Agriculture)
Beta Alpha Psi (Accounting)
Beta Beta Beta (Biology)
Chi Epsilon (Civil Engineering)
Chimes (Junior)
Golden Key National Honor Society
Helvetia (Sophomore)
Kappa Kappa Psi (Band)
Lambda Alpha (Anthropology and Sociology)
Li-Toon-Awa (Sophomore)
Mortar Board (Senior)
Mountain Honorary
Mu Phi Epsilon (Music)
Mu Tau (Med-Tech)
Omega Chi Epsilon (Chemical Engineering)
Order of the Grail (Junior)
Order of Omega (Fraternity and Sorority)
Phi Alpha Theta (History)
Phi Kappa Phi (Academic)
Phi Upsilon Omicron (Home Economics)
Pi Delta Phi (French)
Pi Epsilon Tau (Petroleum Engineering)
Pi Mu Epsilon (Math)
Pi Sigma Sigma (Policy Studies)
Pi Tau Sigma (Mechanical Engineering)
Psi Chi (Psychology)
Rho Chi (Pharmacy)
Rho Lambda (Sorority)
Scabbard and Blade (Military)
Sigma Gamma Tau (Aerospace Engineering)
Sigma Iota Rho (International Studies)
Sphinx (Senior)
Tau Beta Pi (Engineering)
Tau Beta Sigma (Band)
Upsilon Pi Epsilon (Computer Science)
XI Sigma Pi (Forestry)

*Professional*

**Agricultural Sciences:**

Agribusiness Club
Agriculture and Forestry Council
Agricultural Mechanics Club
Agronomy and Conservation Club
American Society of Landscape Architects
Animal and Veterinary Science Club
Dairy Science Club
Forest Products Research Society
Forestry Club
Poultry Science Club
Recreation and Park Society
Society of American Forestors, Student Chapter

**Business:**

Accounting Club
Economics Club
Fashion Business Association
Investment Club
MBA
Society for the Advancement of Management
Student Banking and Finance Association
Student MarketingAssociation of WVU
Thompson's Economics Club

**Education:**

Music Teachers National Association
Music Educators National Conference
Physical Education Majors Club
Student National Education Association

**Engineering:**

American Institute of Aeronomics and Astronomics
American Institute of Chemical Engineers
American Student Society of Civil Engineers
American Society of Mechanical Engineers
American Society of Safety Engineers
Institute of Industrial Engineers
Society of Automotive Engineers
Society of Black Engineers
Society of Mineral Processing Engineering Students
Society for Mining Metallurgy and Exploration
Society of Petroleum Engineers, Student Chapter

**Journalism:**

Chapter of the American Advertising Federation of WVU
Public Relations Student Society of America
Radio and Television News Directors
Society of Professional Journalists

**Law:**

Association of Law and Justice
Black Law Students Association
International Law Society
Law Review
Lawyers Guild, WVU
Marilyn E. Lugar Trial Association
Men's Law Caucus
Moot Court Board
National Lawyers Guild
Phi Alpha Delta
Student Bar Association
Third Year Class
Women's Law Caucus

**Math and Science:**

American Chemical Society
Association for Computing Machinery
Astronomy Club
Geography Club
Geology Club
Philosophy Club
Psychology Club
Society of Physics Students

*Medical:*

Academy of Dentistry for the Handicapped
American Association of Mental Retardation
American Association of Women Dentists
Clinical Laboratory Science Society
Delta Sigma Delta (Dental)
Kappa Psi (Pharmaceutical)
Lambda Kappa Sigma (Pharmacy)
Psi Omega (Dental)
Student Dietetics Association

**Other:**

American Society of Interior Designers
Collegiate Association for the Research of Principles
Industrial and Labor Relations Student Association
Liberal Arts Majors Club
MPA Association
National Student Speech, Language and Hearing Association
Professional Recreation and Parks Society of WVU
Undergraduate Social Work Organization
West Virginia Association of Young Children

*Recreation and Sports*

Amateur Radio Club
Cycling Club
Fencing Club
Folk Dancing Club
Friends of Olde Time Music and Dance
Ice Hockey Club
Judo Club
Lacrosse Club
Lazer Tag Club
Martial Arts Club
Mountain Stream Monitors
Mountaineer Gaming Association
Outings Club
Racquetball Club
Rowing Club
Rugby Football Club
Scuba Club
Shotokan Karate Club
Ski Club
Sports Club Federation
Sports Management Club
Squash Club
Student Grotto
Tae Kwon Do Club
Volleyball Club
Whitewater Club

Wildlife Society, Student Chapter
Women's Soccer Club
WVU Ski Team

***Religious***

Alpha Omega Campus Ministry
Bahai Club
Baptist Campus Ministries
Baptist Student Union
Bible Studies of WVU
Campus Crusade For Christ
Campus Light Ministries
Chi Alpha
Chi Students for Christ
Christian Student Fellowship
Church of Jesus Christ of Latter-Day Saints, Student Chapter
Cornerstone Fellowship
Hillel Foundation
Muslim Student Association
Newman Student Organization
World Christian Fellowship

***Service***

Alpha Kappa Alpha
Alpha Phi Omega
Angel Flight
Arnold Air Society
Circle K
Collegiate 4-H Club
Mountaineer American Red Cross Club
Rotoract Club

***Sororities***

See "Sororities."

***Special Interest***

**Cultural and International:**

African Students Association
Amnesty International
Association of Chinese Students and Scholars
British Student Association
Chinese Student Association
Collegiate Society for International Affairs
General Union of Palestine Students
India Association
International Student Association
International Studies
Japanese Club
Korean Student Association
Malaysian Student Association
Organization of Arab Students
Pakistan Students Association

**Political:**

College Republicans
Public Interest Advocates
Young Democrats
Young Socialist Alliance

**Other:**

Black Unity Organization
Brothers Against Drunk Driving (B.A.D.D.)
Gay and Lesbian Mountaineers
Interfraternity Council
Mountaineer Council
OASIS (Older Adult Student Information and Services)
Panhellenic Council
Residence Hall Association
ROTC Ranger Company
Student Environmental Education Coalition

**Orientation** 293-5611

See "Student Life."

**Outdoor Recreation Center**

See "Recreation-Intramural Sports."

# P

**Parking**

A nightmare! See "Cars."

**PASSKEY** 293-4431

PASSKEY is a special section of Orientation 1 geared to Black students. A Black upperclassman is assigned as a mentor to each Black student enrolled in the class. These mentors help the Black freshmen adjust to life at WVU.

**Passports** 291-1035

U.S.-citizen students who plan to travel abroad and who need a passport can obtain an application at the Morgantown Post Office, 75 High Street. It takes about 4-6 weeks to process the application and you will need to show your birth certificate.

International ID cards can be obtained at the International Student Office in Student Life in Moore Hall (293-5611).

International Hostel cards can be obtained at the Outdoor Recreational Center in the 'Lair (293-2203).

**Personal Rapid Transit**

See "PRT."

**Pharmacy, School of** 293-5101

For a list of the admissions requirements to the Pharmacy School and the courses required to receive a degree in pharmacy, see the Health Sciences Center Catalog.

**Physical Education, School of** 293-3823

Majors include community health education, physical education, sport and exercise studies, and safety studies. For more information, see the University Catalog.

**Police** 293-3136

See "Public Safety."

**Policies and Rules**

See Appendix A through J.

**Postal Service** 293-4050

A campus post office is located in Towers. WVU has a self-contained campus mail system to facilitate interdepartment and intercampus communication. You may use the campus mail service (without postage) to all University departments,

# P-R

Towers, Boreman, Arnold, Dadisman, and Stalnaker Halls, but be sure to drop envelopes in campus mail boxes. Communications such as chain letters and unauthorized religious or political matter are prohibited by the intercampus postal system. Mail coming into the residence halls for you will be put in your assigned mail box.

The main U.S. Post Office for Morgantown is located at 75 High Street.

### Probation/Academic

Serious problem! If your GPA is below 2.0 (maybe higher in some majors) you will be placed on probation and should see your adviser immediately.

### PRT 293-5011

West Virginia University's Personal Rapid Transit (PRT) system is one of the most modern transit systems in the world. (Okay, except for maybe, like, the space shuttle or something!)

*On its trip from Towers to the Beechurst station, the PRT cars achieve a top speed of 80 m.p.h. and go through a 360 degree loop and a corkscrew spiral!*

One of its unique features is the absence of onboard operators. Through computers, each vehicle's position is monitored constantly. If there is a serious malfunction, the system closes down immediately, the power shuts off, and the brakes on each car are set.

A PRT card is included in the fee package of full-time students. Part-time students or graduate assistants may purchase a card at any of the WVU Book Stores for $45.00 per semester or pay 50 cents per ride on the PRT.

Boarding stations are located on Walnut Street, Beechurst Avenue, at the Engineering Sciences Building, Towers and the Health Sciences Center.

### PRT Cram

World famous tradition at WVU that occurs during Mountaineer Week . . . surely you've heard of it!?! The idea is to see how many students can be crammed into a PRT car that is temporarily located in front of the 'Lair during Mountaineer Week. One year, 97 lucky students were crammed into the PRT car. Hard to believe, isn't it?

### Publications, Student

See "The Daily Athenaeum," "Monticola," "Calliope."

### Public Safety 293-COPS (3136)

The good guys! They provide 24-hour-a-day, seven-days-a-week law enforcement services to the campus community. Their offices are located at 886 Chestnut Ridge Road.

## Q

### Questions

Something you will have a lot of . . . Ask them! If you are having problems finding an answer, see "Help."

## R

### RA (Resident Assistant)

As a Freshman, your R.A. is probably the first person you'll meet after arriving at WVU. R.A.s are students (like yourself!) who are specially trained to help residents learn more about the University, each other, and themselves. Contrary to popular belief, your R.A. is not an undercover enforcer or parent, nor can he or she jump over ten-story buildings or see through walls. R.A.s are valuable resource persons who know about the system, its procedures and its players. If you have a question about WVU, the residence halls, life after your first semester, or if you just want to talk, try your R.A.

### Radio Station 293-3329

WWVU-FM ("U-92") is **your** radio station. It is student-operated and student funded. It operates 24 hours a day throughout the year offering a wide variety of alternative programming. News, sports, public affairs and public service announcements are all primarily targeted to the University community. In other words, for WVU information tune into "U-92". The request line number is 293-3692. A few staff, work-study students, and many volunteers operate the station. If you would like to be heard from coast to coast (or at least in the immediate area) or if you would like to get involved "behind the scenes," visit the station in the Mountainlair.

### Reading and Study Skills Lab 293-4997

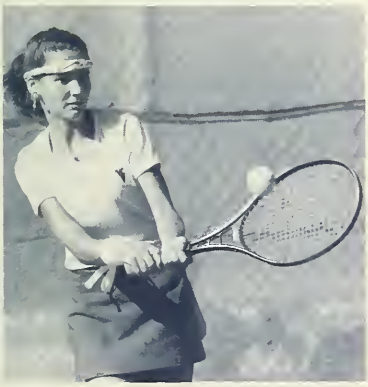
Contrary to popular belief, the Reading and Study Skills Lab doesn't just teach students how to improve their reading skills. At the Lab, you can learn how to be

a successful student. You can learn time management (a very practical skill), test taking strategies (yes, it is possible to take a test without having to change shirts), notetaking techniques (to write as fast or faster than your professors lecture), vocabulary building techniques, and reading comprehension strategies. Located in 139 Stansbury Hall, it is open from 8:30 a.m. to 4:30 p.m., Monday-Friday, with no appointment necessary. Professional test preparation (G.R.E., etc.) is also available.

**Records** 293-2124

*Sometimes more correctly called transcripts, or played 24 hours a day by U-92, and occasionally set by WVU's outstanding athletes and scholars.*

If you have a question about your academic records, or if you think there's been a mistake in your GPA calculation (unfortunately, the latter almost never happens), stop by Admissions and Records behind Colson Hall. Also see "Admissions and Records" and "Transcript."



**Recreation**

Yes . . . you heard it here! "Recreation is an important part of campus life . . . not the most important, but an integral part." There is much more to WVU than classrooms. As a WVU student (one of the few, the lucky, the proud), you have a range of exciting recreational opportunities.

Some local recreational areas include Cheat Lake (see "Slang"), Krepps Park (has pool, tennis, picnic facilities, and exercise trail in Suncrest across from Creative Arts Center), Marilla Park (has pool, picnic facilities, tennis, basketball facilities in Sabraton area), White Park (ball fields and skating rink), Chestnut Ridge (has fishing ponds, hiking trails, camping, and picnic facilities), Coopers Rock (a state forest with picnic facilities, hiking trails, camping, breathtaking views from atop rock cliffs and a maze of rock formations).

Also see "Recreation-Intramural Sports" and "Mountainlair."

**Recreation-Intramural Sports** 293-5221

Recreation-Intramural sports includes: intramural sports, informal recreation, and sports clubs, the outdoor recreation center, and craft center. If you need information on any of these programs call 293-5221.

**Intramural Sports:** Are you a frustrated athlete? If so, Intramural Sports are the cure. Sports include flag football, basketball, softball, volleyball, broomball hockey, indoor and outdoor soccer, bowling, wrestling, tennis, racquetball, golf, field goal kicking, whiffleball, riflery, pool (8-ball), and sports trivia. Information and entry forms are available at 44 Stansbury Hall or call 293-5221.

**Informal Recreation:** *Black Tie and Tails are not required.* The University recreational facilities are scheduled for recreational use whenever possible. ID's must be presented when entering any of the facilities.

Coliseum (indoor)
- —8 racquetball courts, 2 squash courts and steam rooms

Coliseum (outdoor)
- — 14 tennis courts (10 lighted), playfields and outdoor track

Natatorium
- — Swimming and diving (wheelchair lift available)

Shell Building
- — Indoor Track (200 meters), weight room, basketball, and volleyball

Stansbury Hall
- — Basketball, volleyball and badminton

Chestnut Ridge Fields
- — Playfields and jogging

Towers
- — 4 tennis courts, basketball court, volleyball court and playfield

**Outdoor Recreation Center:** The Outdoor Recreation Center in the basement of the Mountainlair is not just for hard-core wilderness types. It offers camping, hiking, backpacking and skiing equipment (downhill and cross country), softball and volleyball equipment, and racquetball and tennis rackets for rental. Local ski conditions are routinely posted. Information about American Youth Hostels and outdoor recreational travel can also be obtained. Hours are Monday-Thursday 8:30 a.m.-6:00 p.m., Friday 8:30 a.m.-5:00 p.m. and Sunday 9:00 a.m.-1:00 p.m. Phone number is 293-2203.

**Sports Clubs:** West Virginia University sports clubs give groups of students a chance to pursue sport or leisure-time interests. The clubs include: Cycling, Equestrian, Fencing, Forestry, Frisbee, Grotto, Ice Hockey, Judo, Isshinryu Karate, Lacrosse, Outings, Racquetball, Rowing, Rugby, Scuba, Ski, Soccer, Tae Kwon Do, Volleyball, and White Water. Call 293-2203 for additional information.

**Craft Center:** Every WVU student can relax, learn craft skills, make gifts, and enjoy the cheerful informal studio atmosphere at the Craft Center. You can attend at your own convenience, buy materials at cost, and get free, friendly help with techniques and designs. Crafts include jewelry-making, molded ceramics, candlecraft, handbuilt and wheel-thrown pottery, batik, and tie-dying.

The Craft Center is in the basement of the Towers Complex. Hours are Monday-Thursday, noon-10:00 p.m.; Friday, 6:00 p.m.-9:00 p.m.; Sunday, 1:00-9:00 p.m. Phone number is 293-3614.

# R-S

**Refunds** 293-2124

WVU tuition refund policies and procedures are fair and easy to understand.

| During the Academic Year: | Refund |
|---|---|
| 1st and 2nd weeks | 90% |
| 3rd and 4th weeks | 70% |
| 5th and 6th weeks | 50% |
| Beginning with the 7th week | Sorry, No Refund |

Refund information for summer session and nontraditional class session periods are based upon the refund rate for the academic year. If you make a schedule adjustment that affects the number of credit hours you are taking prior to the last day for a tuition refund, you may be entitled to a partial tuition refund. You can apply for the adjustment refund at Admissions and Records.

**Housing Refunds:** See Appendix E.

**Registration** 293-2124

What has come to be known as "pre"-registration is a process which allows students to establish a proposed schedule of classes with their adviser. Pre-registration happens for three weeks in the Fall and three weeks in the Spring. It's a good idea to pre-register if you wish to have any say about your schedule. Students who don't pre-register get what's left over! Watch for more information about pre-registration in the DA. If you're not sure you'll return the next semester, it's still a good idea to pre-register.

**Religion**

Religious facilities in Morgantown and opportunities to share your religious beliefs are as varied and diverse as the University community, so whether you are interested in continuing an established pattern of involvement in religious organizations or in learning more about religion in general through courses in the Religious Studies Department, the opportunities are here. In the Yellow Pages of the Morgantown phone book, you can find a listing of area churches and synagogues, all of which welcome student attendance and participation. Several denominational offices are housed in Bennett House, the Campus Ministry Center, at 292-4061. For a list of University recognized student organizations affiliated with particular religious denominations, see "Organizations." Also, see "Days of Special Concern."

**Representing the University**

Representing the University at social, cultural, academic or sporting functions is a responsibility you should take seriously. To represent the University in public appearances, you must be enrolled in the University and must meet the eligibility requirements of the department or school in which the activity originates. Also see "Absence."

**Residence Hall Association (RHA)** 293-7656

RHA is the central governing unit of all of the residence halls. RHA is made up of students, and in a real sense is the student's voice in the residence halls. RHA listens to and responds to your concerns and suggestions. If you want to be heard, join RHA. RHA is a member of the National Association of College and University Residence Halls (NACURH). Hall residents may also be nominated to the National Residence Hall Honorary based on academics and leadership.

**Residence Halls (not Dorms)** 293-5079

The term you are supposed to use to describe on-campus housing.

University-owned residence halls are very convenient to campus, relatively inexpensive, and conducive to learning; besides, the Food Service saves you the hassle of cooking. Residence Hall staff work closely with leaders of RHA to enhance living conditions in the halls. Staff members consist of professional, graduate, and undergraduate personnel, all willing to help.

Space permitted, freshmen have been required to live in University-owned residence halls. Exceptions to these requirements are:

1. Students living with their parents within commuting distance
2. Students living with relatives 30 years of age or older
3. Students 21 years of age or older
4. Married students
5. Students with extreme financial hardship
6. Students who are veterans
7. Students with medical exemptions
8. Transfer students
9. Freshmen with written parental consent to live off-campus

Any student requesting permission to live off-campus during his/her freshman year (including Monongalia County residents requesting to live with parents) must submit a letter of request prior to June 1, stating the reasons for the request, to: Assistant Director/Business Affairs, G-114 Towers, Morgantown,WV 26506.

More information about life in the halls, policies and procedures can be found in the LIFESAVER and in the contract. Also, see Appendix E.

**Residence Life** 293-5079

You guessed it, these folks are responsible for the "living" part of the residence halls. This division has the responsibility of ensuring that life in the halls is comfortable, supportive, challenging, fun and exciting. All in all it's a challenging but exciting responsibility. If you have questions or concerns about life at WVU or in the halls, Residence Life staff are always available.

**Restriction** 293-2124

Can occur if you owe money to WVU. If your records are placed on restriction, you cannot get copies of your transcript, you cannot register for classes, and you cannot get your diploma (this is not good!) until your debt is paid and your records are cleared. For more information, call Admissions and Records at 293-2124.

**Rhodes Scholars**

WVU has the distinction of having sent 23 Rhodes Scholars to Oxford University which ranks us up there with some of the best schools in the nation. This is an accomplishment of which all students can be proud!

**ROTC** 293-2911 (Army)
293-5421 (Air Force)

Common abbreviation for Reserve Officer's Training Corps. It is a combined University-military program designed to provide qualified leadership for the Armed Forces. WVU offers two and four year programs of instruction in Military Science (Army ROTC) and Air Force Aerospace Studies (Air Force ROTC). There is no commitment to a military career or service during the freshman and sophomore courses, unless you have a ROTC scholarship. The junior and senior years are for cadets who have completed a summer training program and have been selected for the advanced program. Successful completion of these programs and degree requirements normally leads to a commission as a second lieutenant in a component of the Army or in the Air Force.

**Safety and Security**

Yes, WVU is very concerned about the safety and security of its students. See "Public Safety."

**Scholars Program** 293-4126

The WVU Scholars Program provides scholarship opportunities to a variety of students. The awards include all-expenses-paid scholarships; tuition-and-fees-only scholarships; scholarships for high school valedictorians, for Black American students, for National Merit finalists and for West Virginia high school students nominated by their principals for the WVU High School Leadership Award. Students wishing to be a part of the WVU Scholars Program mark an appropriate box to indicate their interest on their application for admission to WVU.

**School Colors**

Old Gold and Blue.

**Senior**

*Members of this subspecies are instantly recognizable on campus as they never carry books, pencils, or paper during the first and often remaining weeks of class. Often they will be overloaded with courses like Math 3, English 2 and Spanish 3 because they "forgot" to take them as underclassmen. Toward the second semester this subspecies will subdivide into two distinct groups — one that has plans for after graduating and one that wonders if they will graduate.*

**Sexual Assault Prevention and Education** 293-2311

WVU has a full-time sexual assault prevention educator, located in the Student Health Service. The Sexual Assault Prevention and Education Program provides services and information to help reduce risks for becoming a victim and to help if you are or should become a victim. Included are educational programs for individuals, groups and organizations and resource lists on sexual assault, aggression and harassment. Victims receive free confidential help, as well. For more information, call 293-2311.

**Sexual Harassment** 293-5811

Sexual harassment is unwanted sexual attention from someone in a position to affect your work or academic advancement or that creates a hostile intimidating environment that negatively affects your ability to complete a job or classwork. These advances may be oral, written or physical, and may have a specific or implied connection to something like a grade, a promotion or a penalty. This is against the Law and WVU's policies. Know your rights about sexual harassment, keep a written record of any incidents, consider using assertive communication and getting assistance. Contact the Office of Student Life to obtain further information whether or not you are sure you were harassed. They can also help you register a complaint. Avoid isolation and self-blame by talking with resource people in the Counseling Center, Sexual Assault Prevention and Education Program or the Sexual Harassment Liaisons located in every unit and department. No action will be taken without your agreement and all discussions are confidential. Sexual harassment awareness programs can be arranged for individuals, groups and organizations by calling the Sexual Assault Prevention and Education Program at 293-2311. See Appendix G.

# S

### Shell Building

See "Recreation-Intramural Sports."

### Shoplifting

It doesn't matter what it is — a car, a toothbrush or a pencil — in West Virginia it could be a felony. It isn't worth the risk.

### SIGI-PLUS 293-2221

It's free; it's fun; it's a good way to find out more about your interests and values and how they might fit into different careers. To use SIGI-PLUS you use a computer terminal (don't panic-the computer even tells you which keys to hit) at your own pace, at your convenience. SIGI-PLUS is the newest generation of interactive computerized guidance programs. The new multi-user form covers all aspects of career decision-making and planning and is available at Career Services, Boreman and Towers.

### Slang

From time to time, a new student may be confused upon hearing some strange jargon, some colloquialism, that is used to describe an activity, person, or geographic location. Here, then, is a short guide to some slang expressions and terms used at WVU:

| | |
|---|---|
| CAC: | Short for Creative Arts Center. |
| DA: | Short for Daily Athenaeum, the student newspaper. |
| 'EERS: | A not-so-archaic short form of Mountaineer. |
| 'Lair: | Short for the Mountainlair Student Union, as in "Meet you out in front of the 'Lair at noon." |
| Tailgating: | An almost tribal ritual that occurs before every home football game. One does not even have to have a tailgate to tailgate. It is the merriment that goes on in the parking lot at Mountaineer Field prior to the games. Tailgaters are very friendly and will invite any passerby to come and partake of their goodies. |
| The Lake: | Cheat Lake, about ten minutes east of town on U.S. 48. From the first good day of spring to the last fleeting day of autumn, the place to be. Lots of docks, lots of people, lots of fun. Watch out for the catfish, however. They nibble. |
| Sunnyside: | A five-block section of University Avenue just up from where old Mountaineer Field used to be, known for its low-cost, low-profile bars and eateries. |

### Smoking Policy

WVU has a goal of achieving a smoke-free environment as near as practically possible. As of July 1, 1990, smoking is prohibited in all University buildings with the exception of specifically designated areas in the residence halls.

### Social Justice 293-4160

The President's Office for Social Justice is located in Stewart Hall and provides leadership, advocacy, Affirmative Action coordination, and diversity training as it relates to women, Black and other minority group members, disabled individuals, and the educationally and economically disadvan[illegible]ged.

### Social Work, School of 293-3501

The School of Social Work provides professional education in social work including a BSW, MSW and a range of part-time and continuing education opportunities. For more info, contact the school at 293-3501.

### Solicitation 293-4397

The term "Solicitation" is used to describe the sale of products or the seeking of funds, signatures, merchandise, or supplies. Commercial-for-profit solicitation is not permitted on University property ex-

cept by contract with the University of West Virginia Board of Trustees.

The sale of items or the solicitation of funds on University property by individuals or organizations is prohibited unless a concession permit is obtained from the Student Organization Wing of the Mountainlair. All funds solicited must be solely for the direct use of a student organization. When applying for a concession permit, you must specify the organization account to which the income is to be paid, and Student Activities reserves the right to audit the account and receipts before, during, and after the event.

Recognized student organizations may solicit at reasonable times and places on University property and under reasonable conditions imposed by University officials charged with control of the areas, provided such solicitations are not inconsistent with the educational purposes of the University. The organization must comply with facility usage and scheduling policies, and arrangements for the solicitation of funds must be made with the supervisor of the building or campus area to be used. Space and time allocations for Mountainlair solicitations are made directly with the Mountainlair Reservations Office. Space and time allocations for Residence Halls are made directly with the Residence Hall Director. Space and time allocations for outdoor campus areas are made by the Student Organization Services Office. When soliciting funds, the individual or organization must have a copy of the Concession Permit present at all times. If an organization is conducting the solicitation, it must be identified at every location by means of a sign or an announcement.

In determining reasonableness of the time, place, and manner of the solicitation activity planned, the Student Activities and Educational Programming Office and University officials charged with control of the areas where the activity is planned shall consider whether the proposed activity conflicts with regularly scheduled University activities or other scheduled events in the area. The effect of the activity on normal pedestrian and vehicular traffic, the availability of alternate facilities, and similar factors may also be considered in awarding concession permits. Other reasonable time, place, and manner conditions may be imposed as a precondition of conducting the activity (e.g., an applicant may be asked for information regarding the anticipated number of participants and spectators, security arrangements, and sanitary facilities).

**Sophomore** (29 to 58 credit hours)

*This species generally lives in an off-campus habitat and can be recognized by an air of confidence since he or she has finally learned the way around campus.*

**Sororities** 293-4605

West Virginia University has thirteen national sororities that make up the sorority system. Several of these organizations provide private housing for their membership which consists of 21% of the undergraduate female population.

Sororities are visible on campus through philanthropic activities, community service projects, and university sponsored events, such as Homecoming. Sororities at WVU include:

Alpha Kappa Alpha (Service)
Alpha Omicron Pi
Alpha Phi
Alpha Xi Delta
Chi Omega
Delta Delta Delta
Delta Gamma
Delta Sigma Theta
Kappa Delta
Kappa Kappa Gamma
Pi Beta Phi
Sigma Gamma Rho
Zeta Tau Alpha

**Speaker Policy and Open Forum**

WVU recognizes that freedom of expression and open communications is essential to education and supports the rights of students to listen to diverse points of view as expressed by speakers they may invite to the campus.

**Special Program Series**

See "Activities Program Board."

**Speech and Hearing Center** 293-4241

The Speech and Hearing Center evaluates and treats speech, language and hearing disorders. You may seek help for stuttering, articulation, language and voice disorders, as well as English as a Second Language at the Center. Contact the Center for an appointment.

**Sports Clubs**

See "Recreation-Intramural Sports."

**Stansbury Hall**

Stansbury is a landmark on campus (it was the gymnasium where Jerry West played for WVU). It now houses english, philosophy, humanities, the writing lab, ROTC, recreation-intramural sports, and basketball courts, golf cages, volleyball and badminton courts.

**Staying at WVU**

To stay at WVU you must not exceed the "allowable grade-point deficiency." This policy is explained in detail in the undergraduate catalog. Suffice it to say that if you don't understand how to compute grade-point deficiencies (and most students don't), your academic adviser will assist you. A key thing to remember is that staff and faculty at WVU want you to remain on campus. We like having you here. Your parents like having you here and we hope that you like being at WVU. Staff and faculty go to great lengths to teach courses, create services and develop policies that will support your efforts. If there is something that you need, don't hesitate to ask.

**Steps**

There are 125 steps (give or take a few — depending on which route you take) between Beechurst and the Mountainlair. Think positively as you trudge (or dash) up those flights each day. The exercise is good for you and you can honestly say you are "moving up" in the world!

**Student Activities and Educational Programming** 293-4406

Central office is located on the second floor of the Mountainlair. Student Activities includes Recreation-Intramural Sports, Student Organizations, APB programming, and the Student Radio Station.

**Student Administration** 293-3813

Government for the students, by the students! SA is the representative voice of the student body of WVU. Students are represented primarily through three branches of SA: Executive, Legislative, and Judicial.

The Executive branch is made up of the president, vice-president, treasurer, attorney general, and committee chairs who are appointed by the president. Executive committees include Academic Advancement, the Bureau of Finance, Environmental Concerns, Committee on Information, Legislative Concerns, Safety, and Social Justice.

This year's president and vice-president are none other than Sam Sutton and Michael Glasser. If you haven't met Sam or Michael yet, stop by the Student Organization Wing of the Mountainlair and make it a point to get to know them. They're working hard to represent you!

The Legislative branch is made up of eleven members of the Board of Governors who pass legislation and work on projects like campus safety, student housing and beneficent actions for the community. Current members are: Shawn Angus, Spencer Cavalier, Matt Duez, Carol Dunn, April Free, Mike Garrison, Karen Jones, Amber Kuhl, P.J. Plues, Tara Renn, and Scott Wagner.

The president/vice-president team, BOG members, and student representatives to the Athletic Council (this year that's Joe Fuscaldo and Kai Fu) are elected by the student body during elections held in late February. There are lots of opportunities for getting involved in SA, whether you're elected, appointed or just plain volunteer. If you're interested in Student Administration, give them a call at 293-3813. Also see "Judicial Board," "Committees," and the organizational chart on page 42.

**Student Affairs** 293-5811

The Division of Student Affairs tries to enhance the development of students and meet their needs and concerns. Its objectives include getting students to integrate in-classroom with out-of-class learning and establishing a climate in which each student may be challenged to higher levels of intellectual, personal and social growth. The major departments within Student Affairs include: Admissions and Records, Career Services, Center for Black Culture, Counseling Services, Financial Aid, Housing and Residence Life, Mountainlair, Student Activities and Educational Programming, Student Life and the Student Health Service.

**Student Assistance Program** 293-2311

The Student Assistance Program is a counseling, education and information program for students who are concerned about their drinking or drug use or about alcohol or drug misuse in their family. It is housed in the Health Service on the ground floor of the Health Sciences Center. The Student Health staff responsible for this program are not people who will judge you, criticize you, or moralize with you about your health and well being. They are there to listen to you, to help you understand the nature of alcohol and drug abuse and get you into a program to meet your needs. Services available include consultations, individual alcohol/drug counseling, alcohol/drug awareness groups for students who want to learn more about the nature of alcohol and drug abuse, and support groups for students with drinking or drug problems. For more information, call 293-2311.

**Student Foundation**

See "Foundation."

**Student Health**

See "Health Services."

**Student Life** 293-5611

1. Something WVU needs more of
2. Has to do with the 60 or so hours a week you're not sleeping, eating, in class or studying

The Office of Student Life, located in E. Moore Hall (the building with majestic pillars across the street from the 'Lair) coordinates many important services, for example:

**New Student Orientation** is planned and carried out by Student Life personnel. They are responsible for ensuring that your orientation is as productive, informative and fun-filled as possible. They are not responsible for math placement test scores, the hilly terrain or the weather. They introduce students to staff and fac-

ulty in their proposed major, help with the registration process, give exciting campus tours and, in general, make people feel welcome.

**Local/Commuting Freshmen:** All freshman students who have received permission to live off campus are strongly encouraged to contact Student Life. This office plans special programs and activities to help involve local/commuting students in campus life.

**International Student Office:** From the first day of orientation to graduation, this

office (also part of Student Life) is often a focal point of many international students' lives on campus. The office serves to link students from other countries, WVU administration and faculty, US government agencies, and foreign embassies and consulates. It's also a great place for international and American students to hang out. If you're an international student and you need some support or advice, it's a good place to go and if you're an American student, it's a great place to learn more about different cultures, people, countries.

**Judicial Programs:** Any questions related to disciplinary procedures, due process, rules and regulations should be referred to the Office of Judicial Programs in the Office of Student Life in Elizabeth Moore Hall. Also, see "Appeals," "Due Process," and "Appendix A, B and C."

**OASIS** stands for Older Adult Students Information and Services. OASIS exists to help non-traditional students in acclimating to the University life-style. Services include student advocacy, referrals and information, and special programming. If you're a non-traditional student, looking for support, direction and meaningful activity, check with the Office of Student Life about OASIS.

**Off-Campus Housing:** Locating off-campus housing can be time consuming and even confusing. Off-campus housing staff can offer advice and a listing of available apartments, houses, mobile homes, sleeping rooms or privately owned residence halls. Note: Space permitting, freshmen have been required to live on-campus unless special permission is granted by the Department of Housing and Residence Life.

**Student Legal Services:** The Student Legal Services Office provides full-time University students with legal advice and assistance. A licensed attorney is available to aid students in legal matters and to provide educational programs. Questions concerning student rights, landlord-tenant controversies, consumer-related disputes, civil rights matters, and equal employment opportunity disputes should be directed to this office. (293-4897)

**Withdrawing From the University:**

1. If you ever consider withdrawing (at one time or another many students do!) talk to someone . . . anyone — a counselor, your academic adviser, a student life officer, your RA, a good friend, or your parents. Withdrawing from WVU is a big decision — don't try to make it alone.
2. Students may withdraw (drop all classes) from the University any time before the last day regular classes are scheduled to meet.
3. To withdraw, students must come to the office of Student Life for an exit interview. The interview will take 15-20 minutes. Students should bring their ID and PRT card to the interview.

**Student Organizations** 293-4397

See "Organizations."

**Student Rights and Responsibilities** 293-5611

Yes, you have rights and responsibilities as a WVU student! See "Appendix A, B and C."

**Study Abroad** 293-7140

Staff and faculty encourage and support student efforts to study abroad. For more information about studying abroad contact the International Studies Office in 301-H Woodburn Hall.

**Studying**

This is an activity in which you should engage daily. Some say a good rule of thumb is to study about two hours for every one-hour lecture. *The Surgeon General has determined that WVU students who do not study will not be WVU students for long. Accordingly he has also announced that there have been no reported fatalities due to reading history, literature or geology texts. Remember, you heard it here!* If studying is difficult for you or if you want to learn to study more efficiently, visit the Reading Lab or Residence Life Learning Center nearest you.

**Syllabus**

1. A summary containing the main topics of a speech, book or a course of study.
2. All your courses must have one so make sure you get one for each class. It's a handy guide to reading assignments, test times, and a good outline for studying. Read it carefully and keep it where you can find it when you need it.

**Telephone** (on campus)

A modern convenience available in each residence hall room and, for a great initial hook-up fee, in most student apartments. They come in a variety of shapes and colors (we liked the sleek grey executive phone) and can be rented or purchased.

Telephone exchanges/procedures for the University campus are quite easy to follow. On a university phone (located in the halls, 'Lair, campus and office buildings), you can reach any on-campus number by dialing the last 4 digits. If you forget and dial the 293 you will get a loud irritating tone. Off-campus numbers can be reached by dialing 9, then the complete number.

In the halls, local calls are free. You do, however, have to pay for the "phone home" calls. To make long distance calls, you will need a personal security code (PSC) which you can obtain from the long distance service representative in G103 Towers. Additional WVU Residence Hall dialing instructions and information can be found in the *Lifesaver.*

**Theatre**

Stage Theatre: WVU offers you the opportunity to participate in and to attend exciting student productions by the College of Creative Arts Theatre Division (293-3020). You can also enjoy professional, traveling shows that are part of the University Arts Series (293-3919). In addition, the community Lakeview Theatre produces a variety of shows each summer.

Movies: The Mountainlair Gluck Theatre is a real bargain (either $1 or free with a valid full-time ID). There are also theatres at the Mountaineer Mall and on High Street so there is usually a good range of movies available.

For more information, see "Box Office" and "Activities Program Board."

**Tickets**

1. Those nasty yellow slips that magically appear under windshield wipers. — Yes, you have to pay them. If you neglect to fork over the bucks you cannot register, obtain transcripts or your diploma. It's not a pretty picture!
2. For information on more fun tickets (athletic, cultural, etc.) see "Box Office."

**Towers Complex**

The Towers Complex is located on the Evansdale Campus. It is the site of four of the University's residence halls (the only four that are air-conditioned — something you can appreciate during the "dog days" of summer). They are Bennett, Braxton, Brooke and Lyon Residence Halls. The Towers Complex also contains recreation and dining facilities, a learning center, a computer site, a craft shop, offices, and classrooms. The Towers Complex is connected to the Downtown Campus via the PRT.

**Traditions**

Like most institutions that have been around for several years, WVU is enriched by many traditions. To name a few:

- —Homecoming Week
- —Mountaineer Week
- —Link Day (When honor society members are initiated)
- —Summer Orientation
- —Pitt-WVU rivalry

**Transcript** 293-2124

An official document that outlines your courses and grades. To get one you need to go to Admissions and Records and fill out a form (or send a letter requesting the transcript). It will take 48 hours from when you fill out the form to when you get an official copy in your hand and it will cost $3.00. For an extra $2.00 you can get an immediate copy of your transcript.

**Transfer to WVU**

1. A good decision
2. Transfer students must have completed a minimum of 12 hours with a 2.00 or better. See the undergraduate catalog for individual program requirements.

**Transfer from WVU**

1. To transfer credit you will need a transcript and probably an undergraduate catalog — see "Transcript."
2. Catalogs from other schools — none as wonderful as WVU — are available in the Reference Room of Wise Library on the Downtown Campus.
3. For more info write to the Director of Admissions at the institutions to which you wish to transfer.
4. Contact Student Life at 293-5611 for an exit interview.

**Transient Student** 293-2124

If you want to take a course for credit at another school you have to get written ap-

proval in advance from your adviser, the dean of your school or college, and Admissions and Records; you must have at least a 2.0 GPA; and you will have to get at least a C in the course if it is taken at a school outside the University of West Virginia Board of Trustees system in order for WVU to accept the credit. Check with Admissions and Records at 293-2124 for more information.

### Transportation

WVU Buses—293-5627
City Buses—291-7467
County Buses—291-7266
ACT Bus—293-7278
TAXI—292-3336 or 7441

This depends on where you want to go. The PRT will take you to each campus as well as downtown (see "PRT" section). WVU buses can take you from campus to campus when the PRT isn't running or from the Coliseum to the Engineering PRT station. WVU Bus hours are as follows:

**Monday thru Friday:**

Buses depart from the Coliseum Blue Gate for the Engineering PRT Station every 10 minutes Monday through Friday from 7:30 a.m. - 5:00 p.m., and every 15 minutes from 5:00 p.m. - 10:00 p.m. Buses depart from the Mountainlair for the Evansdale Campus and the Health Sciences Center Monday thru Friday, every half hour beginning at 10:30 p.m. until 1:00 a.m., except Friday nights when the bus runs until 2:00 a.m.

**Weekend Schedule:**

Saturday—Buses depart the Mountainlair for Evansdale and the Health Sciences Center Saturday evening every 45 minutes beginning at 5:30 p.m. until 2:00 a.m.

Sunday—Buses depart the Mountainlair for Evansdale and the Health Sciences Center every 45 minutes beginning at 9:30 a.m. until 1:00 a.m. **(No PRT or Inter-Campus services on University Holidays, unless otherwise announced).**

For information on city bus schedules call 291-7467, for the county bus schedule call 291-7266, for information on the ACT bus (Accessible Transportation for students with mobility impairments) call 293-7278 and for local cab rates call 292-3336 or 7441. City and County bus schedules are also listed in the University Directory.

### Trespassing

Individuals who are authorized to have access to a residence hall or a University facility may be asked to leave if they are causing a disturbance or interfering with its peaceful and orderly operation. Persons not authorized to have access to a residence hall or a University facility may be asked to leave even though his or her presence is not causing a disturbance or interference.

### Tuition

*Subject to change.

| | |
|---|---|
| Resident Undergraduate | $888.50 |
| Resident Graduate | $935.50 |
| Non-Resident Undergraduate | $2322.50 |
| Non-Resident Graduate | $2432.50 |

### Tutoring

A good idea! If you need a tutor or want to be a tutor — at one time or another many students do — you have several options:

1. Math tutoring — in the Math Lab at Eiesland Hall, phone 293-7273.
2. English (writing) in the Writing Lab at Stansbury Hall, phone 293-4460.
3. If you live in the residence halls, check out the Learning Center.
4. Talk to your professor; he or she may be able to recommend someone.
5. If all else fails, check the bulletin boards in classroom buildings and the 'Lair.

Remember . . . don't leave it till the last minute.

# U

### U92 (WWVU-FM)

See "Radio Station."

### Undecided Major

See "General Studies."

### University Advising Center 293-5805

Busy "happening" place filled with exciting, supportive people. Areas advised in the University Advising Center include pre-journalism, pre-medical technology, pre-nursing, pre-pharmacy, pre-physical therapy, pre-business and economics, and general studies. "Special" students are also advised here. See "Advising" for more info.

### University Arts Series

See "Activities Program Board."

### Ultramontane

*A term you will be tested on during your sophomore year* — means of or pertaining to people or regions lying beyond the mountains.

# V-Z

## Upperclassmen

*Although this is a sexist term (the inclusive term would be upperclassperson or student) it is what all freshmen aspire to be. This breed of student distinguishes itself from underclassmen in the following ways:*

1. *Usually their parents send them less money and expect them to work part-time.*
2. *Sometimes they have a car.*
3. *By now their parents have stopped sending them chocolate chip cookies.*
4. *They aren't waitlisted as frequently.*
5. *Hopefully they've learned the ill-effects of all nighters.*
6. *They are beginning to acquire grey suits with a faint pinstripe, funny looking ties, and uncomfortable pumps (usually only the women).*

# V

## Voting 291-7238

To vote in public elections in Monongalia County you must be 18 years of age or older (or 18 by the next general election in order to vote in the primaries) and register in the Monongalia County Clerk's Office in Room 109 of the Monongalia County Court House on High Street. Hours are 9:00 a.m. to 7:00 p.m. Mondays; 9:00 a.m. to 5:00 p.m. Tuesday through Friday.

A postcard voter registration service is available in the Student ID Office in the Mountainlair Student Organizations Wing (293-7122).

To vote in Student Administration elections, you must be a registered student. Student Administration elections are held each fall to elect a Homecoming Queen and each February to elect Student Administration officers.

Exercise your right to vote!

# W

## West Virginia University

Some basic facts about your new home away from home:

Date Established: 1867

Type of Institution: Research land-grant university, established under the Morrill Act of 1862.

Major Functions: Teaching, research, service and off-campus education.

Accreditations: Member of North Central Association of Colleges and Schools, plus numerous other individual discipline/field-specific organizations. WVU academic programs are accredited by the North Central Association and by over fifty additional specialized accrediting bodies.

Plant: Downtown, Evansdale and Health Sciences Center campuses, 140 buildings on 800 acres valued at $507 million; nine experimental farms and six forests throughout the state.

Operating Budget: $235 million a year.

Enrollment: Statewide total of approximately 20,000.

## Withdrawal 293-5611

See "Student Life."

## Women's Studies, Center for 293-2339

The Center for Women's Studies, located in 200 Clark Hall, serves West Virginia University students through its courses, its certificate program, and a variety of out-of-classroom opportunities. The Center can help students do research projects, pursue personal interests through its books, magazines, and newspaper articles, and learn more about wom-

en's and men's lives. Students are invited to participate in the activities of the Center, to serve on the committees, to attend lectures and conferences, to volunteer to help in the programs.

Details about scheduling Women's Studies courses can be found in the WVU Schedule of Courses under "Women's Studies," and a listing of courses taught throughout the University and appropriate to Women's Studies is available each semester at the Center for Women's Studies.

**Woodburn Circle**

The grassy area surrounded by Woodburn, Martin and Chitwood Halls on the Downtown Campus. These are the oldest buildings on campus.

**Work-Study** 293-5842

See "Financial Aid."

**Writing Lab** 293-4460

Writing Lab offers word processors and free individualized writing assistance by appointment for all students. It is located in 240 Stansbury Hall, open Monday-Friday. Although the word processors are primarily for the use of writing classes, students are welcome to use them when no classes are scheduled.

**WWVU-FM (U-92)** 293-3329

See "Radio Station."

# X-Y Z

**Xerography**

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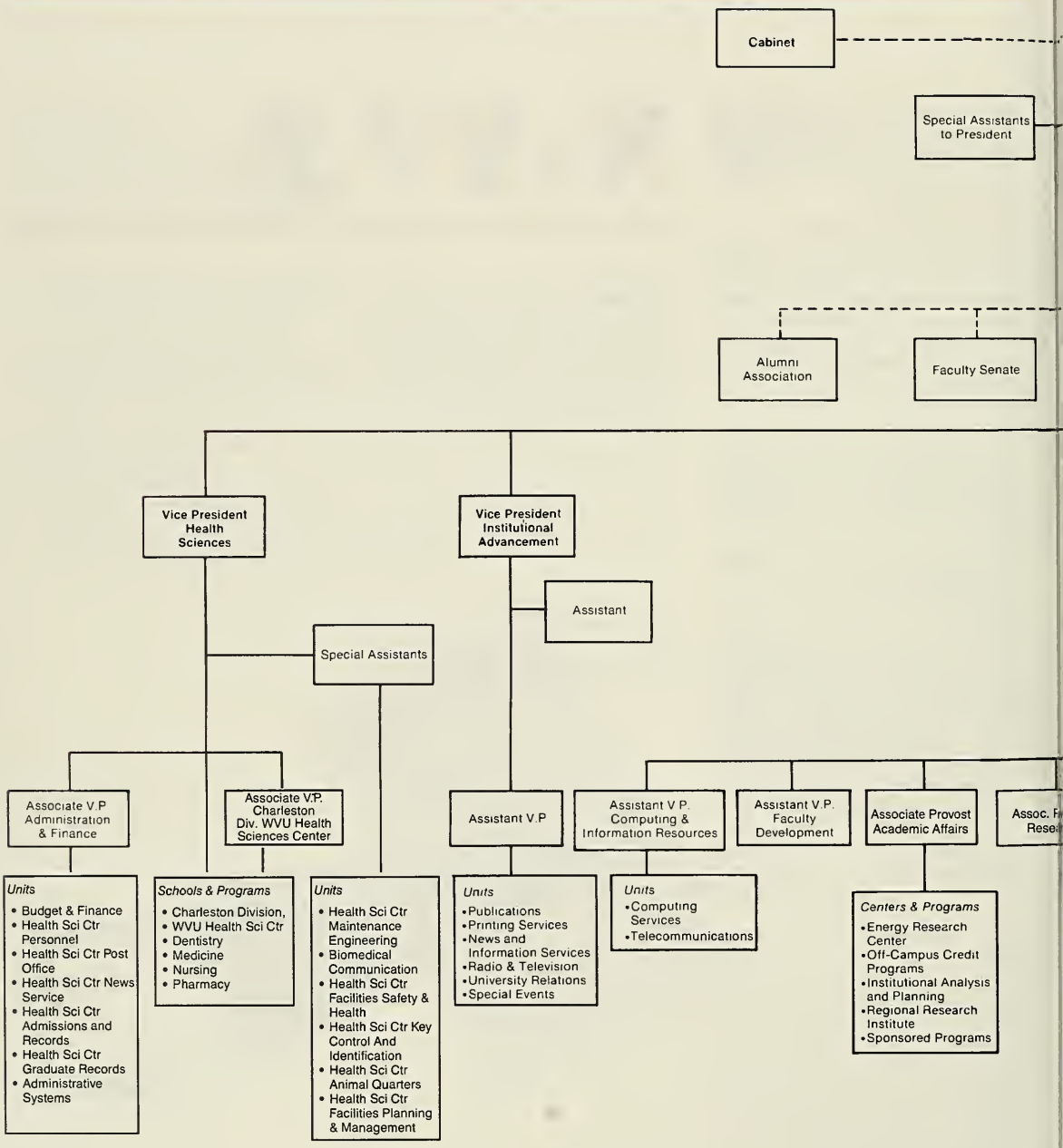
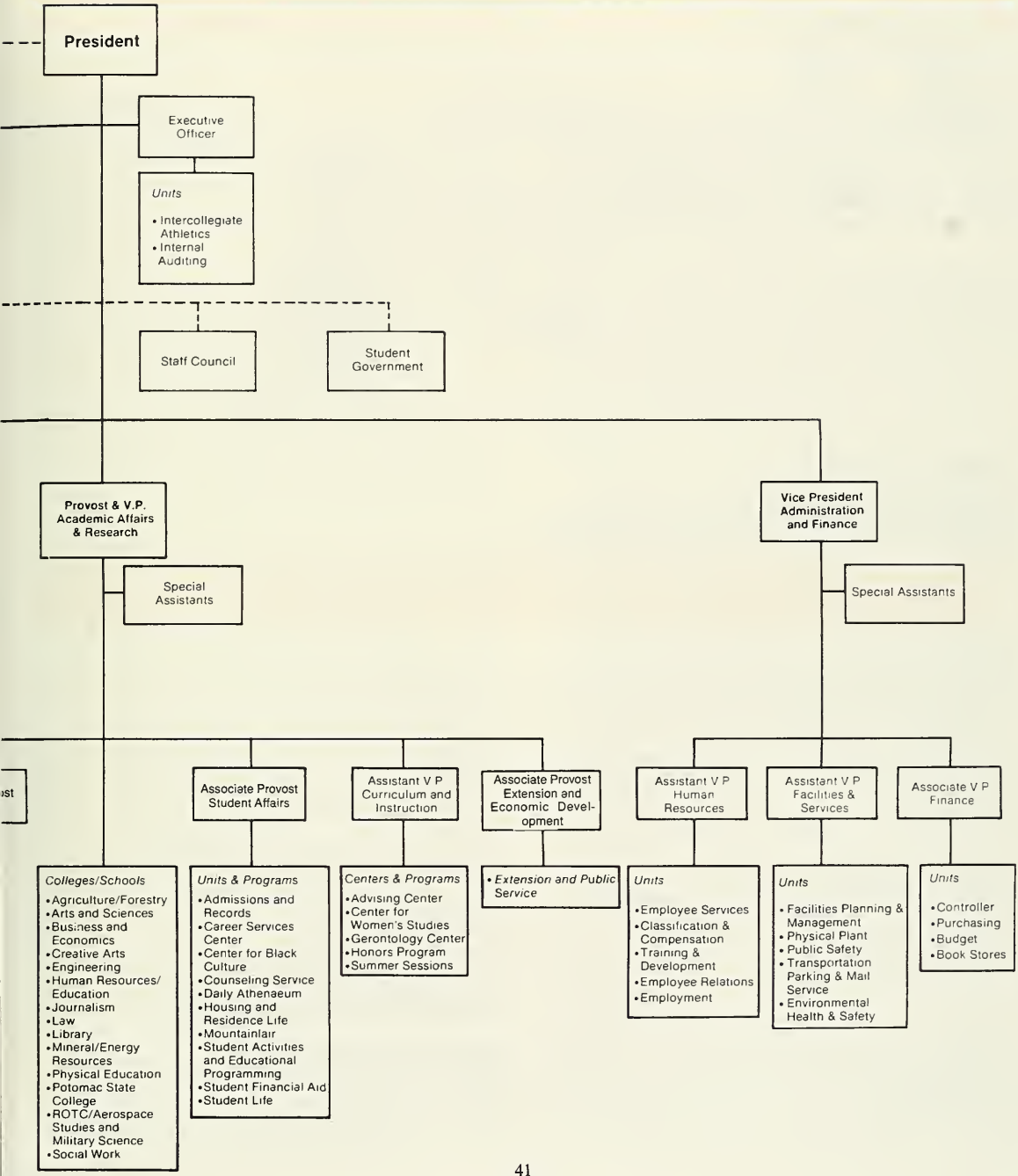
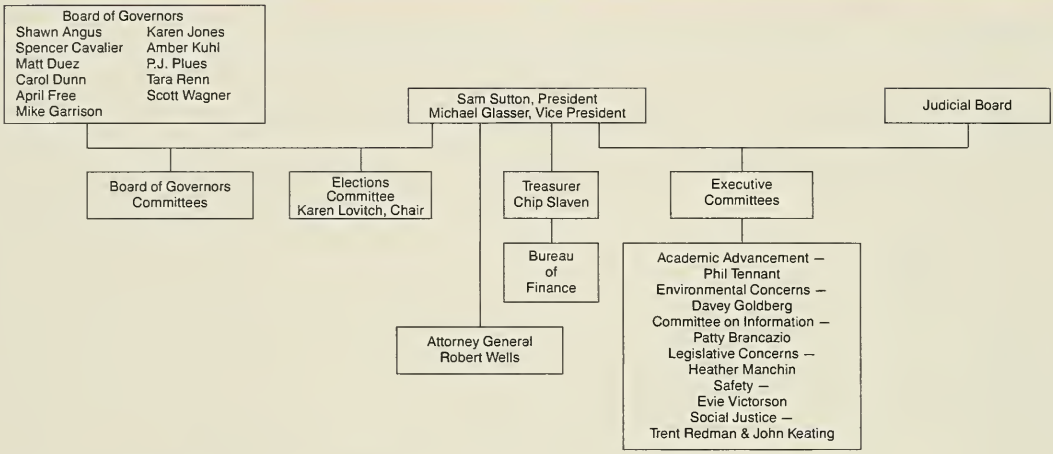
# West Virginia University
# Organizational Chart 1990




President
Executive Officer
Units
• Intercollegiate Athletics
• Internal Auditing
Staff Council
Student Government
Provost & V.P. Academic Affairs & Research
Special Assistants
Vice President Administration and Finance
Special Assistants
Associate Provost Student Affairs
Assistant V P Curriculum and Instruction
Associate Provost Extension and Economic Development
Assistant V P Human Resources
Assistant V P Facilities & Services
Associate V P Finance
Colleges/Schools
•Agriculture/Forestry
•Arts and Sciences
•Business and Economics
•Creative Arts
•Engineering
•Human Resources/ Education
•Journalism
•Law
•Library
•Mineral/Energy Resources
•Physical Education
•Potomac State College
•ROTC/Aerospace Studies and Military Science
•Social Work
Units & Programs
•Admissions and Records
•Career Services Center
•Center for Black Culture
•Counseling Service
•Daily Athenaeum
•Housing and Residence Life
•Mountainlair
•Student Activities and Educational Programming
•Student Financial Aid
•Student Life
Centers & Programs
•Advising Center
•Center for Women's Studies
•Gerontology Center
•Honors Program
•Summer Sessions
• Extension and Public Service
Units
•Employee Services
•Classification & Compensation
•Training & Development
•Employee Relations
•Employment
Units
• Facilities Planning & Management
• Physical Plant
• Public Safety
• Transportation Parking & Mail Service
• Environmental Health & Safety
Units
•Controller
•Purchasing
•Budget
•Book Stores

# West Virginia University
# Student Administration




# Appendix A—

## West Virginia University
## Code of Student Rights and Responsibilities
## Effective January 1983 Revised November 1987

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## SECTION 1. INTRODUCTION

### 1.1 Rationale for the University Student Conduct Code

West Virginia University expects that every member of its academic community share the historic and traditional commitment to honesty, integrity, and the search for truth. In addition, West Virginia University is concerned with the living and learning environment for all its students. It is expected that each person will grow to have greater respect for self, others, and property.

It is further expected that every member respect the democratic process, a society based on law, and the basic tenets on which our country was founded. All students at West Virginia University are citizens of the larger community and as such are free to exercise their fundamental and constitutional rights. Rights and responsibilities under local, state, and national law are neither abridged nor extended because of student status, and each student must be mindful of his/her responsibility in this regard.

The University will not request special consideration for students charged with violations of a city, county, or state law on the basis of their status as students, nor will prosecution by federal, state, or local authorities necessarily preclude disciplinary action by the University.

Students charged with violations of the conduct code and/or other college policies will be provided substantive and procedural due process and the right of appeal. Their rights to be treated with respect and dignity will be protected.

When a student is charged with a specific violation, the University will employ procedures for determining if the charge is fair and accurate. This document enumerates and explains specific procedures used in determining the fairness and accuracy of such charges, and the sanctions which might be imposed if the charges are found to be true.

Opportunities for participation in the process and equality of treatment are afforded all students, irrespective of race, religion, age, sex, handicap, or national origin. To ensure this, state and federal regulations and the guidelines and requirements of Title VI of the Civil Rights Act and Title IX of the Higher Education Act of 1972 are followed.

The mission of West Virginia University is to educate its members and prepare them for responsible and full participation in society. In implementing this Code, the University is not seeking to be punitive or adversarial. The collegiate nature of the educational mission requires that all members of the college community unite to administer and support this Code and to suggest change and improvement as necessary.

### 1.2 The Office of Judicial Programs

The Office of Judicial Programs, located in Moore Hall, is staffed by a member of the Office of Student Life and is available to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying the West Virginia University Code of Student Rights and Responsibilities. The staff member therein will:

1. Advise any segment of or individual within the University wishing to bring charges against one or more students;
2. Advise any student against whom charges have been brought of substantive rights, due process rights, and procedures forthcoming, including the right of appeal;
3. Advise the chairperson of the appropriate review board, and assist the chairperson and members of the committee in setting up the hearing, being certain that all conditions of the Board of Trustees and West Virginia University for such procedures are met;
4. Prepare all papers necessary for the hearing and resultant from the hearing for appropriate dispensation and signature;
5. Assist in the appointment of the various hearing bodies and offer training opportunities for all members, both student and faculty;
6. Sit in on hearing and have administrative responsibility for maintaining all confidential files, tapes, and documents which result.

All information that comes to this office shall be held in strictest confidence as required by the Board of Trustees and the Family Educational Rights and Privacy Act, 1974 (Buckley Amendment), and all records will be filed in the Office of Judicial Programs.

### 1.3. Authority

These student rights and responsibilities are promulgated by West Virginia University in accordance with the University of West Virginia Board of Trustees and pursuant to Chapter 18, Article 26 of the West Virginia Code of 1931 as amended and University of West Virginia Board of Trustees Policy Bulletins 57 and 60.

The Board of Trustees delegates authority for the administration of West Virginia University to the President who may delegate this responsibility and authority to other members of the administration, faculty, student body, or staff of the University.

### 1.4 Definitions

1. *Board of Trustees*—The University of West Virginia Board of Trustees is the governing body for the University of West Virginia system. The Board controls, supervises, and manages the financial, business, and educational policies and affairs of the state colleges and universities, makes studies and recommendations regarding higher education in the state of West Virginia, and allocates among the state colleges and universities specific functions and responsibilities.
2. *Institution or Institutions*—Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Trustees shall have authority, responsibility, or control.
3. *University*—West Virginia University.
4. *President*—The chief executive officer of the University, whatever the title, whether responsible directly to the Board of Trustees or through some other officer to the Board of Trustees, and shall include all those acting for or on behalf of such chief executive officer, at or by his/her direction, or at or by the direction of the Board of Trustees.
5. *Code*—West Virginia University Code of Student Rights and Responsibilities.
6. *Property*—Any property, whether owned, rented, or otherwise held or used by the Board of Trustees or by the University.
7. *Activity*—All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by the University, including, but not limited to, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research or service.
8. *Facility*—Any and all property of the University used or usable in any activity.
9. *Campus*—All the property and facilities of the University serving as the *locus in quo* of any activity.
10. *Dean*—The chief academic officer of a college, school, or when appropriate for the purpose of the document, the director of the University Advising Center, or the chief student personnel officer of the Office of Student Life.
11. *Faculty*—Those employees of the Board of Trustees as defined in Policy Bulletin 36.

12. *Staff*—Those employees of the Board of Trustees who are assigned to any duties at the University and who are not members of the faculty.
13. *Student*—Any person who has been admitted to the University to pursue a course of study, research or service, who is currently engaged in University sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the University, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the University, under the rules, regulations, or policies of the Board of Trustees or the West Virginia University Code of Student Rights and Responsibilities. However, the approved employees' grievance procedures shall apply in all work-related matters involving students employed by the Board of Trustees. Where appropriate within the context of this Code, the same rights and responsibilities shall inhere to student organizations at West Virginia University.
14. *Designated University Official*—Any person employed by the University and authorized by the University to act in a prescribed manner in accordance with the Board of Trustees—Policies, Rules and Regulations.
15. *Member of the University Community*—Any administrator, faculty member, staff member, employee, student, or recognized student organization of or at the University, member of the University Board of Advisors, as well as any person or organization authorized to participate in University activity at the time applicable.
16. *Recognized Student Organizations*—Those organizations that have been approved by the Student Organization Committee. Annual review and update of organizations and information is required.
17. *Review/Judicial Board*—A body constituted at the college, department, or division level as a body of primary jurisdiction to hear charges, evidence, and defenses and to decide the extent of responsibility of the student charged, with the primary goal of resolving cases at the most basic level.
18. *University Committee on Student Rights and Responsibilities*—A body composed of students and faculty selected on a University-wide basis to administer this Code and from which a small group will be assigned, on a rotating basis as a panel, to hear and decide cases of breach of the Code of Conduct. Cases will come to this committee on both the original and appellate basis.
19. *Hearing Panel*—Composed of those selected members of the University Committee on Student Rights and Responsibilities selected to sit on a specific case and render a decision on behalf of the committee.

### 1.5 University Committee on Student Rights and Responsibilities and Review/Judicial Board

The University Committee on Student Rights and Responsibilities may have original or appellate jurisdiction of cases involving the alleged violation of the University student conduct code. Review/judicial boards may be established at the college, department, and division levels for the purpose of helping the dean or director resolve cases within the academic/non-academic unit. The jurisdiction and authority of the review and judicial boards and University Committee on Student Rights and Responsibilities shall be, in cases of disciplinary action or academic sanctions against students or alleged academic dishonesty:

a. To convene the hearing panel from its membership;
b. To summon the accused and witnesses and to hear evidence;
c. To make findings of fact from the evidence presented;
d. To determine the sanctions, if any, to be applied;
e. To refer a case to a lesser body, where appropriate.

**1.5.1.** Composition of University Committee on Student Rights and Responsibilities and Hearing Panels
The University Committee on Student Rights and Responsibilities shall be composed of eleven members:
—One faculty chairperson
—Five additional faculty members
—Five students
The six faculty members shall be elected by the University Senate for a term of three years. The election will be held annually so that terms of two members will expire each year. The University Senate will designate a chairperson and chairperson nominee. Five students (two of whom will be graduate or professional) will be nominated by the President of the Student Administration and approved by the Student Board of Governors in the spring of each year to serve a one-year term from June to June.
From the University Committee on Student Rights and Responsibilities, a panel of a minimum of three persons, but always an odd number, will hear each case sent before the committee. Membership on the panels will rotate among the eleven members. Each panel shall consist of a faculty majority and at least one student. Prior to the hearing, students appearing before the panel will have an opportunity to review a list of the panel members with the Office of Judicial Programs, to assure an unbiased panel. Each party will be given an opportunity to strike a maximum of two members from the University Committee on Student Rights and Responsibilities. In all cases, the decision of a majority of the committee or panel shall be the decision of the committee.

**1.5.2.** Composition of Review/Judicial Boards
Composition of the Review/Judicial Boards shall be determined by the academic/non-academic unit, except where otherwise specified by the code. In all cases involving a hearing, the Review/Judicial Boards shall be composed of at least three persons, but always an odd number.

**1.5.3.** In all hearings before the University Committee on Student Rights and Responsibilities, and Review/Judicial Boards, all findings of fact and action shall be based on clear and convincing evidence.

### 1.6 No Reprisals

No reprisals of any kind shall be taken by any member of the University community against any individual who asserts his/her rights.

### 1.7 Closed Hearings

All hearings will be closed to the press and public unless specifically requested by the student or students in writing to the chairperson of the committee that such hearings be open.

### 1.8 Amendments

Changes to this Code may be made in either of the following ways:
1. By action of the University of West Virginia Board of Trustees;
2. Any member of the University community may submit in writing to the Office of Judicial Programs, located in Moore Hall, proposals for amendments, along with supporting documents or comments.

Once received in this office, the proposals will be disseminated among the committees and officers responsible for administration of the Code for discussion, adoption, modification, or rejection. Persons submitting proposals for change will be notified in writing of the ultimate disposition of the proposed amendment. All amendments to this Code must have approval of the University Faculty Senate.

Amendments, if adopted in the original or modified form, will become effective with the next scheduled publication of the Code, unless the modification is of a major or emergency nature justifying immediate adoption, in which case the changes will be communicated to the student body through the student newspaper and other appropriate means.

## SECTION 2. DISCIPLINARY RIGHTS AND RESPONSIBILITIES

### 2.1. Policies Regarding Disciplinary Rights and Responsibilities

The submission of an application for admission to the University represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the University pursuant to the policies, rules, and regulations of the Board of Trustees, the University, and the West Virginia University Code of Student Rights and Responsibilities. The University approval of that application, in turn, represents the extension of a right or privilege to join the University community and to remain in a part of it as long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Trustees and the West Virginia University Code of Student Rights and Responsibilities. Among these rights and responsibilities are:

**2.1.1.** Freedom of Expression and Assembly—The student enjoys the essential freedoms of scholarship and inquiry central to the University. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to the following:

a. The right to have access to campus resources and facilities,
b. The right to espouse causes,
c. The right to inquire, discuss, listen to, and evaluate,
d. The right to listen to any person through the invitation of organizations recognized by the University,
e. The right to have a free and independent student press which adheres to the canons of responsible journalism,
f. The responsibility to respect the rights of others in matters of expression and assembly,
g. The responsibility to abide by policies, rules, and regulations of the Board of Trustees and the West Virginia University Code of Student Rights and Responsibilities and federal, state, and local statutes and ordinances pertaining to the freedom of expression and assembly.

**2.1.2.** Freedom of Association—Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. University recognition of student organizations, however, shall be limited to those whose purposes comport with the educational mission of the University, and violation of this Code may result in the sanctions otherwise provided for individuals.

**2.1.3.** Right to Privacy—The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

a. Respect for the confidentiality of communication on a one-to-one relationship with faculty, administrators, counselors, and other University functionaries,
b. Respect for the student's privacy, including freedom from unreasonable and unauthorized searches of student living quarters,
c. Confidentiality of academic and disciplinary records,
d. Legitimate evaluations made from student records.

**2.1.4.** Responsibilities of Citizenship—Students and student organizations are expected, as are all citizens, to respect and abide by local ordinances and state and federal statutes, both on and off the campus. As members of the educational community, the student or organization is expected to abide by the West Virginia University Code of Student Rights and Responsibilities which clarifies those behavioral standards considered essential to its educational mission.

**2.1.5.** Disciplinary Proceedings—Disciplinary proceedings for students and organizations accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings the student shall be considered innocent until proven guilty of any charge.

### 2.2. Standards

All students at the University are subject to, and are required to comply with, observe, and obey the following:

1. The laws of the United States.
2. The laws of the State of West Virginia.
3. Local city, county, and municipal ordinances.
4. The policies, rules, and regulations of the Board of Trustees and the West Virginia Code of Student Rights and Responsibilities.
5. The lawful directions and orders of the administrators, faculty, and staff of the University who are charged with the administration of University affairs.

### 2.3. Sanctions and Prohibited Student Conduct

**2.3.1.** Expulsion—(Level 4)

A student who is found guilty of any of the following acts shall be subject to the maximum sanction of "expulsion" or any lesser sanction authorized by the Board of Trustees and/or West Virginia University Code of Student Rights and Responsibilities. A student who is expelled may not be considered for admission to another institution in the Board of Trustees system until one year has elapsed after the student has been expelled.

a. Dishonesty including, but not limited to:
   1. Stealing, forgery, alteration of documents or records, tampering with machines or misappropriation of University or organizational funds;
   2. False statements in a University disciplinary hearing or to University officials conducting investigations.
b. Disruptive Conduct
   Disruptive picketing, protesting, or demonstrating on University owned or controlled property or at any place in use for a University sponsored or supervised function. Such disruptive activity includes but is not limited to:
   1. Unauthorized occupancy of University facilities or buildings;

2. Interference with the rights of students, faculty, staff, and administration to gain access to any University facility for the purpose of attending classes, going to work, participating in interviews and conferences, or for any other authorized purpose;
3. Interference with the orderly operations of the University by destruction of property, breach of the peace, physical obstruction, or coercion, or by noise, tumult, or other forms of disturbance;
4. Deliberate interference with University pedestrian or vehicular traffic;
5. Disorderly conduct or lewd, indecent, or obscene conduct or expression on University owned or controlled property or at University sponsored or supervised functions;
6. Failure to comply with the direction of University officials, security officers, and other law enforcement officers acting in performance of their duties.

c. Possession of Firearms Or Dangerous Weapons
Possession of firearms or other dangerous weapons on University owned or controlled property frequented by the public, except in the course of an authorized activity, or possession of weapons in residence halls on University property in violation of residence halls rules, regulations, or policies. Unauthorized possession on University owned or controlled property of a dangerous article or substance which is a potential weapon, or of any article or substance calculated to injure or discomfort any person.

d. Infliction Or Threat of Bodily Harm
Assault, sexual assault, battery, abuse, sexual abuse, or threat to any person, or conduct which threatens or endangers the health, safety, or well-being of other persons on University owned or controlled property or at a University sponsored or supervised function.

e. Theft Or Unauthorized Possession of Property
Theft, commandeering or misuse of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property. Unauthorized possession of keys to University owned or controlled property.

f. Destruction of University Property
Malicious destruction, misuse or damage of or to University owned or controlled property or of or to a member of the University community or any person on University owned or controlled property.

g. Unauthorized Use of Emergency Or Safety Equipment
Tampering with or unnecessary use of University fire-alarm systems and fire-fighting equipment.

h. False Reporting of Emergency
False reporting of a fire or that a bomb or other explosive has been placed in any University building or elsewhere on University owned or controlled property.

i. Distribution Or Sale of Illegal Drugs
The distribution or sale of any drug which is illegal by municipal, state or federal law on the campus or in University owned or supervised property.

j. Hazing
Any act by an individual, student organization, or group, excluding recreation intramurals or intercollegiate sports, involving another member of the University community which:
1. Subjects a person to activities which are personally demeaning or involve a risk of physical injury (including organized rites of initiation and informal activities);
2. Is willfully or recklessly likely to be injurious to the physical health or well-being of a person or which directs a person to engage in an activity involving a risk of danger to his/her life or health;
3. Is likely to produce a reasonable apprehension of physical harm or injury.

k. Trespassing
Willfully entering or remaining without lawful purpose in any building, structure, facility, vehicle, or other University or University-related premises or unauthorized presence on University or University-related premises.

l. Misuse of the West Virginia Computer Network (WVNET) and the University Computer System
1. Disruption or interference with the normal use of the computers, computer-related equipment, data, or programs of individuals, the Network, or the University;
2. Use of this equipment, data, or programs in performance of any act listed as prohibited in this document;
3. Attempts to breach security in any manner;
4. Use of a computer account for other than the purpose for which assigned.

m. Discrimination and/or Harassment
Discrimination and/or harassment will not be tolerated in any form.
1. Discrimination includes but is not limited to discrimination on the basis of race or color, sex, sexual orientation, veteran's status, religion, age, handicap, health, national origin, language, creed, ancestry, or political affiliation.
2. Harassment includes but is not limited to any behavior — physical, verbal or psychological — which intimidates or victimizes another person, limiting that person's equal opportunity rights, e.g. which includes academic efforts, personal safety, employment, or participation in University sponsored extra-curricular activities. Such harassment may include any violation of an individual's rights through such behavior as racial innuendos and slurs, obscene telephone calls, computer messages, and graffiti.

**2.3.2.** Suspension — (Level 3)
A student who is found guilty of any of the following acts shall be subject to the maximum sanction of "suspension" or any lesser sanction authorized by the rules of the West Virginia University Code of Student Rights and Responsibilities. The maximum period of time for a sanction of suspension will be one full academic year.

a. Misuse of University Documents
Forging, transferring, altering or otherwise misusing any student fee card, identification card or Validine card, parking decal, and registration forms.

b. Misuse of University Telephones
Placing long-distance telephone calls by using fictitious and unauthorized billing numbers.

c. Negligent Destruction of University Or Personal Property
Failure to exercise care, thereby damaging, defacing, or de-

stroying University property or property of any person while on University premises or University-related premises.

d. Unauthorized Possession Or Use of University Property

e. Negligent Infliction or Threat of Bodily Harm, including but not limited to:
   1. Failure to exercise care, thereby causing bodily harm to any person while on University property or related University premises;
   2. Failure to exercise care, or willfully creating a risk or apprehension of bodily harm to any person on University property or related University premises.

f. Misbehavior at Sports Events, Concerts, and Social/Cultural Events, including but not limited to:
   1. Bringing into Mountaineer Field or the Coliseum any banners, flags, bottles, cans, or thermos jugs;
   2. Throwing of any article into a crowd or onto a playing field, a court, or a stage.

g. Use of Illegal Drugs
   Possession or use of any drug which is illegal by municipal, state, or federal law.

**2.3.3.** Probation—(Level 2)
A student who is found guilty of any of the acts described below shall be subject to the maximum sanction of "probation" or any lesser sanction authorized by the rules of West Virginia University Code of Student Rights and Responsibilities. The period of time for a sanction of probation will be one full academic year.

a. Alcoholic Beverages. (Alcoholic liquor, wine, or nonintoxicating beer.) The legal age in West Virginia for purchasing alcoholic liquor, wine, or nonintoxicating beer is 21. On and after the first day of July 1986, alcoholic liquor, wine, or nonintoxicating beer cannot be purchased by an individual who is less than 21 years of age. Nonintoxicating beer may be consumed in facilities so designated by the University Administration. Any student who is disruptive while under the influence of alcoholic liquor, wine, or nonintoxicating beer is considered in violation of University regulations. Possession or use of alcoholic beverages on state property is prohibited. In the event alcohol or other drugs are involved in the misconduct, the student may be referred to the Student Assistance Program conducted by University Health Service in addition to any other sanction that may be imposed.

b. Placing Banners, Posters, and Stickers on University Property Without Proper Authorization (For information on correct procedures inquire at the Office of Student Activities and Educational Programming.)

c. Bringing Dogs Or Other Pets Onto the Campus
   For health and safety reasons, dogs and other pets (except seeing eye dogs accompanying blind persons) are not permitted in University buildings or on University property.

d. Gambling
   Gambling by organizations or individuals, including chain letters, raffles, lotteries, and games of chance, is prohibited.

e. Solicitation
   The term "solicitation" is used to describe the sale of products, the taking of orders, or the seeking of funds, services, signatures, or merchandise. Solicitation of any kind is not permitted on University property except by contract with the University of West Virginia Board of Trustees, or as a regular process that is necessary to support an administrative or academic service of West Virginia University. All solicitation activities must be consistent with the educational and operational objectives of the sponsoring department. West Virginia University will audit all solicitation activities. (For additional information refer to the Solicitation Policy for West Virginia University, which can be obtained through the Office of Student Activities and Educational Programming.)

f. Smoking (Tobacco)
   For health and safety reasons, state law prohibits smoking in certain University buildings. Instructors are required to enforce this law in classrooms. Smoking is prohibited in other University facilities where "No Smoking" signs are posted.

**2.3.4.** Official Warning Or Reprimand—(Level 1)
A student who has been found guilty of any offense under these provisions and in the opinion of the Office of Judicial Programs does not merit a more severe sanction may receive an official warning or reprimand. A repetition of, or any further violation, may result in more severe sanctions. A copy of this letter will be kept in the Office of Judicial Programs and remain active for the specified time stated in the letter.

**2.3.5.** Repetition of Misconduct
If a student is found guilty of an offense that occurred during the specified term of a previous disciplinary sanction, the student will be subject to the maximum sanction of "expulsion" or any lesser sanction authorized by this Code. If a student has had a previous sanction of suspension or probation, the term of which has expired, and is subsequently found guilty of conduct proscribed in the Code, that student may be subject to the next higher sanction authorized in the Code.

**2.3.6.** Restitution
Restitution may be ordered by the appropriate University official or University hearing or conduct committee in connection with, or in lieu of, any sanction which may be imposed in accordance with the rules of West Virginia University for damages to, destruction of, or misappropriation of property.

**2.3.7.** Failure to Observe Sanction
Failure to observe the terms and conditions of the sanction is a violation of this Code and subjects the student to the next higher sanction.

**2.4 Proceedings**

Any student, as defined in the West Virginia University Code of Student Rights and Responsibilities, shall be subject to disciplinary action by the University if that person is involved in any of the actions or conduct prohibited by the Board of Trustees Policies, Rules, and Regulations or the University Code, notwithstanding the fact that at the time the student may also be an employee of the Board of Trustees. In taking disciplinary action against a student, as defined herein, the University may act to remove any status of such a person or to revoke or remove any right or privilege of such person as a student or to withhold, remove, or cancel any benefit, recognition, or certification, including the conferring of a degree, which such a person might yet not have received from the University. The University will collect restitution for damages to, destruction of, or misappropriation of property.

**2.4.1.** Charges

a. Any member of the University community may file charges with the designated University official in the Office of Judi-

cial Programs against any student for conduct or activities in violation of this Code. Either a "Department of Public Safety Daily Incident Report" or a personal letter is an appropriate means by which referrals may be made. In every case the report must contain the name(s) of the student(s) charged; nature and circumstances of the incident, including specific dates, times, and locations; name(s) and address(es) of the person(s) filing the report.

b. The Office of Judicial Programs, in conjunction with other University officers or offices, will review the charges to determine if adjudication is necessary or determine what future action should be taken. In cases other than academic dishonesty charges (c.f. Section III, Academic Rights and Responsibilities), the Office of Judicial Programs, upon completion of preliminary review, may:
   1. Dismiss the charges, or
   2. Take administrative disciplinary action, not to include expulsion or suspension, if it is determined that the conduct is in violation of the University Code, or
   3. Make referral to an appropriate member of the University community, review/judicial board or committee.

c. If the charge involves an individual's academic conduct, the case may be heard by a duly constituted board from the department or school or college where it originated, or it may be referred directly to the dean (c.f. Section III, Academic Rights and Responsibilities).

d. If the charge involves an individual who is a resident in a University residence hall, and the alleged unlawful actions took place therein, the case may be referred to the Office of Housing and Residence Life where it may be heard by a duly constituted board or staff, or it may be referred directly to the Dean of Student Life.

e. If the charge involves an individual allegedly engaged in unlawful activity, not academic in nature, and not as a resident within a residence hall, the case may be referred to the Office of Student Life.

f. If the charge involves an organization allegedly engaged in unlawful activity, the case will be referred to the Office of Student Activities and Educational Programming. Procedures which may be followed in such instances will be identified by that office. If, in the judgment of the Dean of Student Life and/or the Director of the Office of Student Activities and Educational Programming, individual members of an organization are particularly involved in an allegation, charges against the individuals may be brought and heard simultaneously with charges against the organization.

g. If, in the judgment of the department, school, or college review board, or the Residence Life Judicial Board, or the Office of Student Life, allegations are sufficiently serious, they may refer the matter directly to an Academic Dean (see b. above) or the Dean of Student Life. The student may, at this point, request in writing to the Dean that the case be referred directly to the University Committee on Student Rights and Responsibilities. If the student does not make this request, the Dean may take action or refer that matter directly to the Office of Judicial Programs. All referrals must be made in writing. In such a case, the first hearing may be conducted by the University Committee on Student Rights and Responsibilities.

**2.4.2.** Hearings

A hearing shall be held to provide an opportunity for the student(s) charged and the person(s) bringing the charges to present oral and written statements and other evidence to a judicial body. Formal rules of procedure and evidence shall not be applicable; the hearing body may admit any testimony, document, or other material believed relevant to a fair determination of the charges.

**2.4.3.** Sanctions in Disciplinary Action

The following sanctions may be imposed upon students as a result of disciplinary actions by the University:

*Level 4* — Expulsion — Termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, if any, may be stated in the order. A student who is expelled may not be considered for admission to another institution in the Board of Trustees system until one year has elapsed after the student has been expelled.

*Level 3* — Suspension — Exclusion from all University activities for a definite stated period of time, not to exceed one full academic year, and any condition on resumption of activities, if any, also may be imposed.

*Level 2* — Probation — Exclusion from participation in certain University activities, property or facilities for a definite stated period of time, not to exceed one full academic year, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.

*Level 1* — Sanctions of lesser severity may be imposed in any case.

A sanction of suspension or expulsion imposed by the University shall apply to the person sanctioned not only at the University, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Trustees. (W. Va. Board of Trustees Policy Bulletin No. 57.)

Where a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal.

In the event that a sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the student may not be graduated during the process of appeal.

**2.4.4.** Appeals

a. Procedures for appeal in academic matters are described in detail in Section III, D. Academic Procedure Due Process.

b. Any student may appeal a nonacademic sanction to the appropriate appellate body or University official within 10 calendar days of the date of notice of the decision.
   1. An appeal shall be limited to a review of the proceedings before the University adjudicatory body and any evi-

dence which first became available after the adjudicatory proceedings; and

2. An appeal shall not result in a more severe sanction against a student.
3. The imposition of sanctions shall be stayed pending appeal.

c. Appeals are not automatic; the judicial body or University official appealed to will review the request for appeal on the three criteria listed below and grant the appeal, or deny it, thus affirming the decision made by the original body or official.

An appeal of sanctions for nonacademic cases may be made whenever:

1. The original hearing was not conducted in conformity with established procedure;
2. There is new evidence or fact not brought out in original hearing;
3. The sanction(s) imposed was inappropriate for the offense committed.

d. All University officials or the University Committee on Student Rights and Responsibilities will respond to a written appeal within ten calendar days, except for the President or the Board of Trustees.

1. Nonacademic cases adjudicated by the Dean of Student Life may be appealed to the University Committee on Student Rights and Responsibilities for sanctions above Level 1.
2. Nonacademic cases adjudicated by the University Committee on Student Rights and Responsibilities may be appealed to the Associate Provost for Student Affairs.
3. Nonacademic cases adjudicated by the Associate Provost for Student Affairs may be appealed to the President of the University for sanctions above Level 2.
4. Nonacademic cases adjudicated by the President of the University with the sanction for expulsion may be appealed to the Board of Trustees.
5. When a nonacademic case is appealed to the President of the University, he/she will respond within fifteen calendar days following the receipt of the written petition of appeal. The President shall review the facts of the case and take such action as may be appropriate under all the circumstances. The decision of the President shall be final in all cases, except those involved in the sanction of expulsion. The Board of Trustees is the final appellate body for the review of cases with the sanction of expulsion.
6. Review by the Board of Trustees—In nonacademic disciplinary cases where the University sanction is expulsion, the Board of Trustees, following its standard procedures, may grant an appeal from the disciplinary action of the President on the record of the case submitted. Students desiring to appeal the President's sanction of expulsion must, within three working days, indicate to the President in writing, their intent to appeal. A written petition of appeal must be filed with the Chairman of the Board of Trustees within fifteen calendar days of the President's decision. If the Board of Trustees determines that the petition will not be heard, the decision of the President is affirmed and sanctions imposed shall be effective upon the President's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Trustees makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by mail and the sanction imposed by the President shall be effective immediately upon receipt of the decision rendered by the Board of Trustees.

In reviewing student appeals involving the sanction of expulsion, the Board of Trustees will review all relevant information and records of applicable University disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Trustees may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

2.4.5. Procedural Standards in Disciplinary Proceedings

In any disciplinary proceedings before a review/judicial board or the University Conduct/Appeals Committee brought against a student for alleged misconduct, action, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

a. Written charges of violation shall be presented to the accused student which shall include at least:
   1. Statement of policy, rule, regulation, or prescribed conduct which allegedly has been violated;
   2. Statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and actions of the behavior complained of;
   3. Statement that a hearing will be held before the hearing or conduct committee on the charges, together with notice of *date, time,* and *place* of the hearing which may be postponed by the committee for good cause shown and shall provide the student at least five days notice from the serving of the charges unless such notice is waived by the student;
   4. Right to have legal counsel present as provided in d. below.

b. Written charges shall be served upon the student charged by one of the following means:
   1. Handing a copy to the student in person.
   2. Mailing, via certified mail (return receipt requested), a copy to the student at the residence used while in attendance at the University.
   3. If the student is not presently registered at the University, the mailing will be via certified mail (return receipt requested), to the last known permanent or home address disclosed by the University records.
   4. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the University of his/her current address while attending the University or of his/her current permanent home address, and the hearing may proceed without hindrance or delay.

c. The accused student has the right to have an adviser present at the hearing. The adviser may be a parent or guardian, a student at the University, or a member of the faculty or staff of the University. An adviser may consult with the accused

student but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the review/judicial board or University Committee on Student Rights and Responsibilities.

d. In cases involving the potential for suspension or expulsion, legal counsel may be present. Legal counsel may serve in an advisory capacity to the accused student at the student's own expense. The Office of Judicial Programs must be notified of the presence of counsel at least forty-eight hours prior to the hearing. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the University may participate only in an advisory capacity and may not speak on behalf of the University or otherwise participate directly in the proceedings.

e. Both parties involved may present evidence and witnesses. All material evidence and witnesses presented are subject to the right of cross-examination.

f. There shall be a complete and accurate record of the hearing prepared by a qualified stenographer or court reporter which will be made available to the student at the cost of preparation of copies.

g. In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him/her and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his/her behalf as may be relevant and material to the case.

h. No action for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and action shall be based solely upon the evidence presented. A finding of student violation of policies, rules, and regulations shall be based upon clear and convincing evidence in the case as a whole.

i. After the hearing, the University Committee on Student Rights and Responsibilities shall make findings of fact, determine the appropriate sanction for the disposition of the case, and notify the student within seven days.

**2.4.6.** Emergency Procedures—Interim Suspension (Adopted from *Salem State College Guide to Student Judicial System.)*

If the President or Associate Provost for Student Affairs, in absence of the President of the University, determines that the continued presence of a student on campus constitutes a serious danger to the orderly operation of the University or the safety or welfare of a member of the University community, including the student himself/herself, the President or Associate Provost may sign an order imposing interim suspension.

a. The interim suspension may be imposed immediately with the option for a preliminary hearing before the Associate Provost for Student Affairs within twenty-four hours.

b. The preliminary hearing shall be concerned solely with:
   1. Discussion of the nature of the charges and their source.
   2. Establishment of a date for a formal hearing which shall be scheduled within five days of the effective date of the interim suspension.
   3. Provision of an opportunity for the student to show cause why he/she should not be suspended.

c. Unless modified by the President or Associate Provost, the student's activities during the interim suspension are subject to the same restrictions and conditions set forth under regular suspension. Interim suspension shall continue until a hearing results in reinstatement of the student to the University and/or the residence hall.

d. Hearing and appeals procedures for the formal hearing will be the same as those prescribed for any other disciplinary case.

e. If the University Committee on Student Rights and Responsibilities confirms suspension or expulsion, the interim suspension shall continue during any period of appellate review.

f. If the formal hearing body recommends disciplinary action less severe than suspension, the period of interim suspension shall automatically end.

g. Unless the student is suspended or expelled, as a result of the hearing process, she/he will be permitted to make up all academic classwork and examinations missed during the interim suspension period.

**SECTION 3. ACADEMIC RIGHTS AND RESPONSIBILITIES**

CONSTITUENT COLLEGES AND SCHOOLS MAY ESTABLISH POLICIES REGARDING ACADEMIC RIGHTS AND RESPONSIBILITIES. If a constituent college or school has not established separate policies regarding academic rights and responsibilities, the policies and procedures of Section 3. ACADEMIC RIGHTS AND RESPONSIBILITIES of the West Virginia University Code of Student Rights and Responsibilities shall apply. Constituent colleges and schools which choose to establish separate policies regarding academic rights and responsibilities will submit these policies and procedures for review by the University Committee on Student Rights and Responsibilities for congruence with Board of Trustees Policy Bulletin 60, *Policy Regarding Academic Rights and Responsibilities of Students.* After review the Committee will forward the policies and procedures of the constituent college or school to the Faculty Senate for its approval.)

**3.1. Academic Responsibilities**

**3.1.1.** Academic Standards. Admission standards sometimes change from those shown in a catalog. For specific information, contact the program of interest, or call Admissions and Records, phone (304) 293-2121, for further details.

a. Undergraduate
   General admission requirements for both freshman and transfer students may be found in the *West Virginia University Undergraduate Catalog.* Some colleges and departments within West Virginia University may have more stringent standards. Please consult the academic administrator of the program of interest.

b. Graduate
   Graduate admission requirements may be found in the *West Virginia University Graduate Catalog.* Some colleges and departments within West Virginia University may have more stringent standards. Please consult the academic administrator of the program of interest.

c. Professional

Admission requirements for professional programs may be found in the *Health Sciences Center Catalog* or the *College of Law Catalog.* Please consult the academic administrator of the program of interest.

**3.1.1.1.** Satisfactory grade progress is defined in the West Virginia University catalogs. Each program within the University may have additional requirements which must be satisfied for continued enrollment in a program. Consult the academic administrator of the program of interest for further information.

**3.1.1.2.** Degree or Program Requirements. The appropriate University catalog or bulletin contains the general requirements for degrees and certificates. Consult the academic administrator of the program of interest for further information.

**3.1.1.3.** Academic Dishonesty. West Virginia University expects that every member of its academic community shares the historic and traditional commitment to honesty, integrity, and the search for truth. Academic dishonesty is defined to include but is not limited to any of the following:

1. Plagiarism: To take and pass off as one's own the ideas, writings, artistic products, etc. of someone else; for example, submitting, without appropriate acknowledgement, a report, notebook, speech, outline, theme, thesis, dissertation, or other written, visual, electronic/computerized, or oral material that has been knowingly obtained or copied in whole or in part, from the work of others, whether such source is published or unpublished, including (but not limited to) another individual's academic composition, compilation, or other product, or commercially prepared paper.
2. Cheating and dishonest practices in connection with examinations, papers, and projects including but not limited to:
   a. Obtaining help from another student during examinations.
   b. Knowingly giving help to another student during examinations, taking an examination or doing academic work for another student, or providing one's own work for another student to copy and submit as his/her own.
   c. The unauthorized use of notes, books, or other sources of information during examinations.
   d. Obtaining without authorization an examination or any part thereof.
3. Forgery, misrepresentation or fraud:
   a. Forging or altering, or causing to be altered, the record of any grade in a grade book or other educational record.
   b. Use of University documents or instruments of identification with intent to defraud.
   c. Presenting false data or intentionally misrepresenting one's records for admission, registration, or withdrawal from the University or from a University course.
   d. Knowingly presenting false data or intentionally misrepresenting one's records for personal gain.
   e. Knowingly furnishing the results of research projects or experiments.
   f. Knowingly furnishing false statements in any University academic proceeding.

**3.1.2.** Academic Regulations. A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution and of the constituent college or school in which the student is enrolled. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

**3.2. Academic Rights**

**3.2.1.** Concomitant with the academic standards and responsibilities established pursuant to Section 3.1, each student shall have the following academic rights:

**3.2.1.1.** Each student shall have the right to grades based upon academic performance and requirements. If a student feels the final grade reflects a capricious, arbitrary, or prejudiced academic evaluation, or reflects discrimination based on race, color, creed, sex, national origin, political affiliation, handicap, or age, the student has the right to appeal (see Section 3.5).

**3.2.1.2.** Each student shall have the right to appeal academic penalties, as set out in Sections 3.5 and 3.6 below.

**3.2.1.3.** Each student shall have access to the college or University catalog in which academic program requirements are described (e.g., required courses, total credit requirements, residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.).

**3.2.1.3.1.** Each student shall have the right to receive from the instructor written descriptions of content and requirements for any course in which he/she is enrolled (e.g., attendance expectations, laboratory requirements, and special requirements including field trips and costs, grading standards and procedures, professional standards, etc.).

**3.2.1.4.** The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

**3.2.1.4.1.** Each student shall have the right to receive written grade reports or other written statements of academic progress at the end of each academic term, including a warning of unsatisfactory academic progress. Students have the right to be notified at midterm of unsatisfactory progress (D or F) in undergraduate courses in which they are enrolled.

**3.3. Application of Policy to Students**

**3.3.1.** Definition of Student. Any person who has been admitted to the University to pursue a course of study, research, or service, who is currently engaged in a University sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the University, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the University, under the rules, regulations, or policies of

the Board of Trustees or the *West Virginia Code of Student Rights and Responsibilities.*

**3.3.2.** Student Responsibilities:

**3.3.2.1.** Students are expected to adhere to institutional, academic, and behavioral standards in all academic settings, classrooms, laboratories, clinics, and in other activities which are part of academic requirements.

**3.3.2.2.** Students are expected to read, understand, and follow academic requirements.

**3.3.2.3.** Students are responsible for knowing and fulfilling academic requirements stated in writing including, but not limited to: academic requirements for graduation; conditions signifying satisfactory academic progress; requirements for student honesty and originality of expression; conditions of academic probation and suspension; specific course requirements; specific clinical and laboratory requirements, and written plans of study.

**3.4. Academic Requirements and Consequences of Failure to Meet Requirements**

A student may appeal any penalty according to the procedures in Sections 3.5 and 3.6 below. The University and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 3.4.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 3.4.2.1 may be imposed. The University and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

**3.4.1.** Academic Requirements and Criteria. The University and its constituent colleges and schools shall define and promulgate the academic requirements, criteria, and standards as set out in Section 3.1.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted. However, requirements are subject to change at any time, with reasonable notice provided to students.

**3.4.2.** Consequences of Failure to Meet Academic Requirements. A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the University and/or its constituent colleges and schools according to Section 3.1.1, may be subject to one or more of the following penalties:

**3.4.2.1.** A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

**3.4.2.2.** Academic probation as determined and defined by the University and/or its constituent colleges and schools.

**3.4.2.3.** Academic suspension as determined and defined by the University and/or its constituent colleges and schools. After one calendar year from the effective date of suspension, any student who has been suspended one time shall, upon written application, be readmitted to the University and to the college or school in which the student was previously enrolled, unless the student petitions for admission to another college or school. After the second or any subsequent suspension, a student may be readmitted to the University provided that a college or school agrees to readmit the student.

**3.4.3.** Academic Dismissal. Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a program and remain eligible to enroll in courses or other programs at the institution, or a student may be academically dismissed from the University and not remain eligible to enroll in other courses or programs at the institution.

**3.5. Academic Sanctions: Procedures and Appeals**

The time limitations stated herein are suggested in order to render a decision as expeditiously as possible. In the case of University holidays or absence of person(s) involved, reasonable delays may be expected.

**3.5.1.** Procedures for Appealing Academic Matters. West Virginia University has established policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 3.4.2 above.

**3.5.2.** Appeal procedures may include but are not limited to:

**3.5.2.1.** Imposition of grade penalties or exclusion from classes:

**3.5.2.1.1.** Step I. The student shall discuss the complaint of the action taken with the instructor involved at the earliest possible time but no later than the mid-semester of the succeeding regular semester. If the two parties are unable to resolve the matter satisfactorily, the student may proceed to Step II.

**3.5.2.1.2.** Step II. The student must prepare and sign a document which states the facts constituting the basis for an appeal. Copies of this document shall be given to the instructor and chairperson of the instructor's department or division (or, if none, the dean) within 15 calendar days of the unsuccessful resolution of the complaint. If within 15 calendar days of the receipt of the student's signed document the chairperson does not resolve the complaint to the satisfaction of the student involved, the student will forward the complaint to the instructor's dean (see Step III).

**3.5.2.1.3.** Step III. Within 15 calendar days of receipt of the complaint, the instructor's dean, as the President's designee, shall make a final determination of the grade penalty or exclusion from classes and forward the decision to the student and to the instructor and chairperson involved for immediate implementation, which shall end the appeals procedure.

**3.5.2.2.** Appeals of Final Course Grades. Students have the right to appeal final course grades which they believe reflect a capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, color, creed, sex, age, political affiliation, handicap, or national origin. The grade appealed shall remain in effect until the appeal procedure is completed, or the problem resolved. The primary intent of this procedure is to provide a mechanism whereby a student

might appeal a failing grade or a grade low enough to cause the student to be eliminated from some program or to require the repetition of a course. Grade appeals that do not meet this classification are not precluded.

**3.5.2.2.1.** Step I. The student shall discuss the complaint with the instructor involved prior to the midsemester of the succeeding regular semester, whether the student is enrolled or not. If the two parties are unable to resolve the matter satisfactorily, or if the instructor is not available, or if the nature of the complaint makes discussion with the instructor inappropriate, the student shall notify the chairperson of the instructor's department or division (or, if none, the dean). The chairperson or dean shall assume the role of an informal facilitator and assist in their resolution attempts. If the problem is not resolved within 15 calendar days from when the complaint is first lodged, the student may proceed directly to Step II.

**3.5.2.2.2.** Step II. The student must prepare and sign a document which states the facts constituting the basis for the appeal within 30 calendar days from when the original complaint was lodged. Copies of this document shall be given to the instructor and to the instructor's chairperson (or, if none, to the dean). If, within 15 calendar days of receipt of the student's signed document, the chairperson does not resolve the problem to the satisfaction of the student, the student will forward the complaint to the instructor's dean (see Step III).

**3.5.2.2.3.** Step III. Within 15 calendar days of receipt of the complaint, the instructor's dean shall make a determination regarding the grade, making any recommendation for a grade change to the instructor involved. If the instructor involved does not act on the dean's recommendation, or if the student is in disagreement with the decision of the dean, the dean will refer the case to a representative committee, appointed by the dean, for final resolution. This committee shall consist of three or more faculty members, including at least one person outside the instructor's discipline.

1. Upon receiving an appeal, the committee will notify in writing, the faculty member involved of the grade challenge which shall include a statement of the facts and evidence to be presented by the student.
2. The committee shall provide to the faculty member involved and the student making the appeal written notification of their right to appear at a hearing to be held before the department or college or school representative committee, together with the notice of the date, time, and place of the hearing.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. The final decision of this committee shall be forwarded to the instructor and to the dean involved. If the decision requires a change of grade, the instructor shall take action in accordance with the committee's decision.
5. If the instructor does not act within five days, the dean shall make any necessary grade adjustment.
6. In the case of grade appeals, the dean functions as the President's designee; therefore, implementation of this decision shall end the appeal procedure.

**3.5.2.3.** Imposition of academic probation based on grades or grade-point average. Students have the right to have the sanction of academic probation reviewed and explained by the academic official who imposed the sanction. Academic probation is not recorded on a student's permanent record and essentially constitutes a warning to the student of standards which must be met.

**3.5.2.4.** Imposition of academic suspension based on gradepoint average, failure to meet the conditions previously specified for removal of academic probation, or failure to meet the conditions of admission, may be appealed under the following conditions:

1. The student may appeal individual final course grades through the procedures specified in Section 3.5.2.2, and if successful, may be reinstated.
2. The student may make an appeal to the appropriate dean based on erroneous calculation of the gradepoint average or on erroneous calculation of the time period within which a gradepoint average must be achieved. The decision of the dean, as the President's designee, is final.

**3.5.2.5.** Academic suspension based on failure to meet academic requirements or performance standards specified by the discipline irrespective of grades or grade-point average. Students have the right to appeal academic suspensions based on requirements or standards other than grades or grade-point average which they believe reflect capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, color, creed, sex, age, political affiliation, handicap, or national origin. At the dean's discretion, suspensions may remain in effect until appeal procedures are completed.

**3.5.2.5.1.** Step I. The student shall discuss the complaint with the dean involved within 30 calendar days of the action taken. If the two parties are unable to resolve the matter satisfactorily within 15 calendar days, the student may proceed to Step II.

**3.5.2.5.2.** Step II. The student must prepare and sign

a document which states the facts constituting the basis for the appeal. A copy of this document shall be given to the University Committee on Student Rights and Responsibilities. Within 15 calendar days of receipt of the appeal, the University Committee on Student Rights and Responsibilities will arrange a hearing using the following procedures:

1. All parties involved shall receive written notice of the date, time, and place of the hearing.
2. The student may be advised by a person of his/her choice from within the institution; likewise, the academic officer recommending suspension may have an adviser from within the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of the parties involved upon written request.

**3.5.2.5.3.** The decision of the University Committee on Student Rights and Responsibilities will be sent to the dean involved and the student within 7 calendar days of the hearing. If the decision requires a reinstatement, the dean will take action in accordance with the Committee's decision. If the decision of the Committee is to uphold the suspension, the student's appeal must reach the appropriate Vice President within 30 calendar days of receipt of the Committee decision. The Vice President will review and make a decision regarding the suspension within 15 calendar days of receiving the student's appeal. The decision of the Vice President, as the President's designee, is final.

**3.5.2.6.** Imposition of Sanctions for Academic Dishonesty. Academic dishonesty includes plagiarism; cheating and dishonest practices in connection with examinations, papers, and projects; and forgery, misrepresentation, and fraud. Some cases of forgery, misrepresentation, or fraud which occur outside the context of courses or academic requirements may be referred directly to the University Committee on Student Rights and Responsibilities by any member of the University community. In such cases, the University Committee on Student Rights and Responsibilities will arrange a hearing following the procedure outlined in Step III within 15 calendar days of receipt of the charges.

**3.5.2.6.1.** Step I. If a student is charged with academic dishonesty, the instructor will contact the student in person and/or notify the student in writing of the specifics of the charge within 15 calendar days of the discovery of the offense. The student must respond within 5 calendar days of the receipt of the notification. If the instructor determines the student is guilty, the maximum penalties the instructor may administer are exclusion from the course, a lower grade, and/or an unforgivable F (not eligible for D/F repeat policy) in the course. The instructor and/or the department chairperson also may recommend to the dean of the college in which the course is offered that additional penalties be imposed on the student. At the discretion of the faculty member or department chairperson, in cases where there is written admission of guilt by the student, the case may be satisfactorily resolved at the departmental level. Whenever a penalty is administered, the facts of the case shall be reported in writing to the dean of the college or school and a copy forwarded to the Office of Judicial Programs for the permanent records. In cases wherein academic dishonesty occurs in a college or school other than that in which the student is enrolled, the results of the case shall be reported to the dean of the college or school in which the student involved is enrolled.

**3.5.2.6.2.** Step II. If the student denies guilt, if the student believes the penalty imposed in Step I is unjust, or if the instructor and/or department chairperson determines the penalties available at Step I are insufficient for a specific act, the dean of the college or school in which the course is offered shall be notified in writing of the specifics of the case. The dean shall then implement the following steps within 15 calendar days of receipt of notification:

1. Formal notification to the faculty member that the student is appealing the penalties imposed in Step I, or formal notification to the student and faculty member of the charges and nature of evidence which, if proved, would justify additional action.
2. Opportunity for the student, faculty, and witnesses to respond or present evidence in writing to the charges.
3. Review by the dean of the facts and evidence presented, and a determination of the penalty or action, if any, to be applied.

**3.5.2.6.3.** Step III. If the student wishes to appeal the decision of the dean, the appeal must reach

the University Committee on Student Rights and Responsibilities within 30 calendar days of the student's receipt of the dean's decision. The University Committee on Student Rights and Responsibilities will arrange a hearing within 15 calendar days using the following procedures:

1. All parties involved shall receive written notice of the date, time, and place of the hearing.
2. The student may be advised by a person of his/her choice from within the institution; likewise, the academic officer recommending the additional action may have an adviser from within the institution. Such advisers may consult with, but may not speak on behalf of their advisees, or otherwise participate directly in the proceedings unless they are given specific permission by the University Committee on Student Rights and Responsibilities Chairperson.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of those involved upon written request. The University Committee on Student Rights and Responsibilities will reach a decision within 7 days of the hearing. If the University Committee on Student Rights and Responsibilities finds the student guilty, it will determine the penalty it deems appropriate under the circumstances and inform all parties involved. The penalty imposed cannot be more severe than the penalty imposed by the dean.

**3.5.2.6.4.** Step IV. Only sanctions of suspension or dismissal invoked or upheld by the University Committee on Student Rights and Responsibilities may be appealed to the President or his/her designee. Such appeals must reach the President's Office within 30 calendar days after receipt of written notice of the decision of the University Committee on Student Rights and Responsibilities. The decision of the President or the President's designee is final.

**3.6. Academic Dismissal: Procedures and Appeals**

*Note:* The procedures and appeals herein described do not apply to dismissal as a sanction for academic dishonesty. (For procedures and appeals in such cases, see Section 3.5.2.6.)

The time limitations stated herein are suggested in order to render a decision as expeditiously as possible. In the case of University holidays or absence of person(s) involved, reasonable delays may be expected.

A decision to dismiss a student for failure to meet academic standards (as distinguished from academic dishonesty) can be made only after the student has been counseled by the appropriate departmental committee or representative, with counseling to take place as soon as possible after discovery of the problem. After the student is given a reasonable opportunity to correct deficiencies, there shall then be a formal review of the student's status by the appropriate departmental or program committee to determine whether the student shall be retained or dismissed. The student may provide the committee written documentation of his/her efforts to correct deficiences. A committee recommendation for dismissal, including any documentation provided by the student to the committee, shall be forwarded to the student's dean and to the student. Within 15 calendar days of receipt of the committee's recommendation, the dean shall inform the student and the student's department/program of his/her decision. A decision to dismiss shall specify whether the dismissal is from the program or college/school. The dean may also dismiss a student from the institution if the student does not meet institutional standards.

**3.6.1.** Dismissal, based on grades or grade-point average, from undergraduate programs, graduate programs, professional programs, and/or from the institution:

**3.6.1.1.** Step I. The student shall prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document must reach the dean within 30 calendar days of receipt of written notice of dismissal. The student shall be given an opportunity to discuss the appeal with the dean at any time in Step 1. If the matter is not resolved satisfactorily within 15 calendar days of the dean's receipt of the student's appeal, the student may proceed to Step II.

**3.6.1.2.** Step II. The student will forward a copy of the appeal to the appropriate Vice President within 15 calendar days of failure to resolve the matter at the dean's level. Prior to the decision of the Vice President, the student will be given an opportunity to discuss the appeal with the Vice President. The decision of the Vice President, as the President's designee, shall be rendered within 15 days of receipt of the student's appeal and is final.

**3.6.2.** Dismissal, based on failure to meet academic requirements or performance standards irrespective of grades or grade-point average, from undergraduate programs, graduate programs, professional programs, and/or from the institution. Students have the right to appeal academic dismissal based on requirements or standards other than grades or grade-point average which they believe reflect capricious, arbitrary, or prejudiced academic evaluation, or reflect discrimination based on race, color, creed, sex, age, political affiliation, handicap, or national origin.

**3.6.2.1.** Step I. The student shall prepare and sign a document which states the facts constituting the basis for the appeal. A copy of this document must reach the dean within 30 calendar days of receipt of written notice of dismissal. The student shall be given an opportunity to discuss the appeal with the dean at any time in Step 1. If the matter is not resolved satisfactorily within 15 calendar days of the dean's receipt of the student's appeal, the student may proceed to Step II.

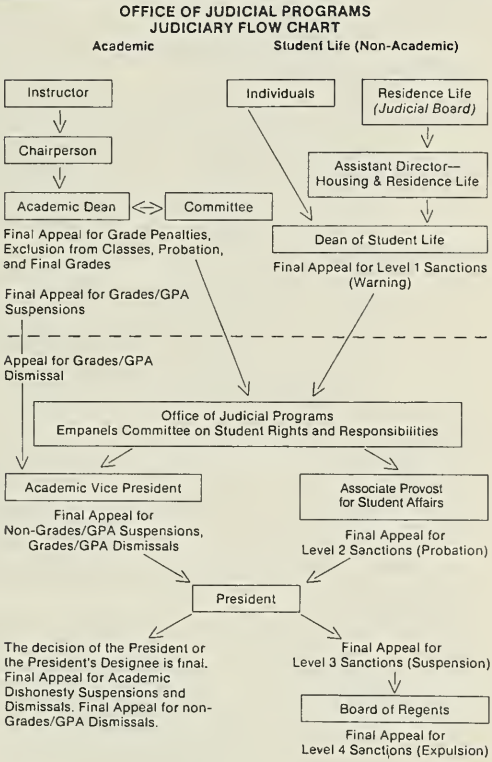
**3.6.2.2.** Step II. The student will forward a copy of the appeal

to the University Committee on Student Rights and Responsibilities, which, within 15 calendar days of receipt of the student's appeal, will arrange a hearing using the following procedures:

1. All parties involved shall receive written notice of date, time, and place of hearing.
2. The student may be advised by a person of his/her choice from the institution; likewise, the academic officer recommending academic dismissal may have an adviser from the institution. Such advisers may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings unless they are given specific permission by the University Committee on Student Rights and Responsibilities Chairperson.
3. The administrative procedure is not adversarial in nature; the formal rules of evidence do not apply.
4. Witnesses may be called by any of the parties involved.
5. A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to any of the parties involved upon written request.

**3.6.2.3.** The University Committee on Student Rights and Responsibilities will reach a decision within 7 days. The University Committee on Student Rights and Responsibilities' recommendation for dismissal must be reviewed by the appropriate Vice President, who may confirm or remand the recommendation with specific instructions. Prior to the decision of the Vice President, the student will be given an opportunity to discuss the appeal with the Vice President. Within 15 calendar days of a recommendation for dismissal confirmed by the Vice President, the student may appeal to the President. The decision of the President is final.

**Appendix 1** **Review and Appeal Process**


OFFICE OF JUDICIAL PROGRAMS
JUDICIARY FLOW CHART
Academic
Student Life (Non-Academic)
Instructor
Chairperson
Academic Dean
Committee
Individuals
Residence Life
(Judicial Board)
Assistant Director—
Housing & Residence Life
Dean of Student Life
Final Appeal for Grade Penalties, Exclusion from Classes, Probation, and Final Grades
Final Appeal for Grades/GPA Suspensions
Final Appeal for Level 1 Sanctions (Warning)
Appeal for Grades/GPA Dismissal
Office of Judicial Programs
Empanels Committee on Student Rights and Responsibilities
Academic Vice President
Final Appeal for Non-Grades/GPA Suspensions, Grades/GPA Dismissals
Associate Provost for Student Affairs
Final Appeal for Level 2 Sanctions (Probation)
President
The decision of the President or the President's Designee is final. Final Appeal for Academic Dishonesty Suspensions and Dismissals. Final Appeal for non-Grades/GPA Dismissals.
Final Appeal for Level 3 Sanctions (Suspension)
Board of Regents
Final Appeal for Level 4 Sanctions (Expulsion)

**Appendix 2**

**CODE OF ETHICAL STANDARDS**

Members of review boards play a sensitive role within the institutional governance structure. Thus, it is important that the members maintain high performance and ethical standards. The following code is designed to safeguard the rights of students and to uphold the integrity of the disciplinary procedure as a whole:

1. The name or status of students involved in disciplinary situations should not be discussed with anyone outside the review board membership.

2. Even in the case of open hearings, hearing body members should refrain from public comment on the proceedings, and in no instance should the closed deliberations of the hearing body be discussed, nor should confidential information be revealed.

3. The votes cast by members of the hearing body should be treated as confidential and should not be shared outside the hearing room.

4. The chairperson of the hearing body or designee shall be the official spokesperson for the hearing body. The final decision of the hearing body on any matter will be conveyed to the student charged only by the spokesperson or professional staff member in the Office of Judicial Programs.

However, answers to general questions about the disciplinary system and hearing procedures may be provided by any hearing body member as part of his/her mission in the intended educational process.

5. Members of the review boards and Appeals Committee shall serve as models for students by upholding University regulations and performing their duties in an exemplary manner. Any board member found guilty of violating a University policy or regulation is subject to temporary suspension from the board for a specific time, is ineligible to participate in the board's duties, and must reapply for membership on the board through established procedures.

6. Before any hearing, the chairperson of the hearing board is obligated to ask if any hearing board member has prior knowledge about the student charged which will impair his/her ability to render an impartial decision. It is the responsibility of the hearing board member to make the chairperson aware of any personal relationship with a student charged (e.g., kinship, close friendships, fraternal or organizational affiliation).

7. Each member of the hearing board will make the chairperson aware of any concurrent college service in which she/he is engaged which may present a conflict of interest. The existence of such conflict of interest shall be determined by the chairperson in consultation with other members of the hearing body in session and the member will be excused from hearing and deliberating in case of conflict, or from membership on the hearing board if the conflict is general.

# Appendix B –

## Policies, Rules, and Regulations Regarding Student Rights, Responsibilities, and Conduct in West Virginia State Universities and Colleges

(*Interim Operating Policies.* All orders, resolutions and rules adopted or promulgated by the Board of Regents and in effect immediately prior to the first day of July, 1989 are transferred to the Board of Trustees and the institutions of University of West Virginia system and shall continue in effect until rescinded, revised, altered or amended by the Board of Trustees. [W. Va. Code 18b-1-3(d)].)

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## SECTION 1. GENERAL

**1.01 Scope**—Policies, Rules, and Regulations regarding student rights, responsibilities, and conduct in West Virginia state universities and colleges

**1.02 Authority**—W. Va. Code 18-26-8.

**1.03 Filing Date**—April 10, 1985.

**1.04 Effective Date**—July 1, 1985.

**1.05 Repeal of Former Rule**—Revises and Replaces Policy Bulletin No. 57 dated November 13, 1984. To be implemented July 1, 1985.

## SECTION 2. PURPOSE

**2.01 Purpose**—The purpose of these policies, rules, and regulations includes, but is not limited to, the following:

a. To establish a general policy on student life, including a statement on student rights and responsibilities, at the state colleges and universities.
b. To identify behavioral expectations of students and certain prohibited acts by students at the state colleges and universities.
c. To prescribe penalties and sanctions for such prohibited conduct.
d. To define generally the powers, authority, and duties to be exercised under the control of the Board of Regents, by the presidents and officials of the state colleges and universities in applying these policies, rules, and regulations.
e. To prescribe disciplinary actions and proceedings to be taken in cases of the violations of these policies, rules, and regulations.

**2.02 Effective Date**—These policies, rules, and regulations are effective immediately inasmuch as they cover any general or emergency situation that might arise at any state college or university, and they supersede any existing policies, rules, and regulations that are in conflict with these policies, rules, and regulations.

**2.03 Filing Date**—These policies, rules, and regulations were filed in the Office of the Secretary of State of West Virginia on the 7th day of August 1970.

## SECTION 3. DEFINITIONS

**3.01 Board of Regents**—The West Virginia Board of Regents.

**3.02 Institution or Institutions**—Any or all of the institutions of higher education, the state colleges and universities, or any branch or division thereof, over which the Board of Regents shall have authority, responsibility, or control.

**3.03 President**—The chief executive officer of the institution, whatever the title, whether responsible directly to the Board of Regents or through some other officer to the Board of Regents, and shall include all those acting for or on behalf of such chief executive officer, at or by his direction, or at or by the direction of the Board of Regents.

**3.04 Property**—Any property, whether owned, rented, or otherwise held or used by the Board of Regents, by an institution, or by the institutional community.

**3.05 Activity**—All or any operations conducted, sponsored, promoted, operated, or otherwise engaged in by an institution, including, by way of illustration and not as limitation of the foregoing, classroom and course activities, recreational and cultural programs, maintenance or building programs, committee or other business activity, registration, advising, teaching, admissions, placement, disciplinary or routine office activity, research, or service.

**3.06 Facility**—Any and all property of an institution used or usable in any activity of an institution.

**3.07 Campus**—All the property and facilities of any institution serving as the *locus in quo* of any activity of an institution.

**3.08 Faculty**—Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who hold academic rank.

**3.09 Staff**—Those employees of the Board of Regents who are assigned to teaching or research or service functions at an institution, and who are not members of the faculty.

**3.10 Student**—Any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

**3.11 Member of the Institutional Community**—Any officer, administrator, faculty member, staff member, employee, student of or at an institution, member of the institutional Board of Advisors, as well as any person authorized to participate in an institutional activity at the time applicable.

## SECTION 4. POLICIES REGARDING STUDENT RIGHTS AND RESPONSIBILITIES

The submission of an application for admission to an institution represents an optional and voluntary decision on the part of the prospective student to partake of the program and privileges offered by the institution pursuant to the policies, rules, and regulations of the Board of Regents and the institution. Institutional approval of that application, in turn, represents the extension of a right or privilege to join the institutional community and to remain a part of it so long as the student fulfills the academic and the behavioral expectations that are set forth in the policies, rules, and regulations of the Board of Regents and the institution.

**4.01 Freedom of Expression and Assembly**—The student enjoys the essential freedoms of scholarship and inquiry central to all institutions of higher education. In exercising these freedoms, the student has certain rights and responsibilities, including, but not limited to, the following:

a. To have access to campus resources and facilities.
b. To espouse causes.
c. To inquire, discuss, listen to, and evaluate.
d. To listen to any person through the invitation of organizations recognized by the institution.
e. To have a free and independent student press which adheres to the canons of responsible journalism.
f. To not violate the rights of others in matters of expression and assembly.
g. To abide by policies, rules, and regulations of the Board of Regents and the institution and federal, state, and local statutes and ordinances pertaining to freedom of expression and assembly.

**4.02 Freedom of Association**—Students may organize whatever associations they deem desirable, and are entitled to affiliate with any group or organization for which they meet membership qualifications. However, institutional recognition of student organizations shall be limited to those whose purposes comport with the educational mission of the institution.

**4.03 Right to Privacy**—The student is entitled to the same safeguards of the rights and freedoms of citizenship as are afforded those outside the academic community, including, but not limited to, the following:

a. Privileged communication on a one-to-one relationship with faculty, administrators, counselors, and other institutional functionaries.
b. Respect for personality, including freedom from unreasonable and unauthorized searches of student living quarters.

c. Confidentiality of academic and disciplinary records.
d. Legitimate evaluations made from student records.

**4.04 Responsibilities of Citizenship**—The student is expected, as are all citizens, to respect, and abide by, local ordinances and state and federal statutes, both on and off the campus. As a member of the educational community, the student is expected to abide by the institution's code of student conduct which clarifies those behavioral standards considered essential to its educational mission.

**4.05 Disciplinary Proceedings**—Disciplinary proceedings for students accused of committing offenses must be consistent with such constitutional provisions guaranteeing due process of law as are applicable to them. In all disciplinary proceedings, the student shall be considered innocent until proven guilty of any charge. Each institution shall have authority for promulgating rules and regulations, consistent with policies, rules, and regulations of the Board of Regents.

## SECTION 5. STANDARDS OF CONDUCT: RULES AND REGULATIONS

**5.01 Conduct Required in General**—All students at the institutions are subject to, and are required to comply with, observe, and obey the following:

a. The laws of the United States.
b. The laws of the State of West Virginia.
c. Local city, county, and municipal ordinances.
d. The policies, rules, and regulations of the Board of Regents and the institution.
e. The directions and orders of the officers, faculty, and staff of the institution who are charged with the administration of institutional affairs on campus.

**5.02 Prohibited: Disorderly Conduct**—Any and all students who behave in a disorderly or unlawful manner, such as the actions listed below, but not limited to those listed, in or about institutional property or facilities, are subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such violations in local, state, or federal courts:

a. Fights.
b. Assaults or battery.
c. Public disturbances.
d. Unlawful assembly.
e. The violation of any municipal, state, or federal law, or the rules and regulations of the Board of Regents or the institution.

**5.03 Prohibited Conduct: Theft or Damage of Property**—No student shall, individually or by joining with one or more others, misuse, steal, damage or destroy any institutional property or facilities or the property of any member of the institutional community on or in campuses, property, or facilities of an institution. Students involved in any such prohibited actions or conduct shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions or conduct in local, State, or Federal courts.

**5.04 Prohibited Conduct: Disruption**—No student shall, individually or by joining with one or more other persons, do any of the following:

a. Disrupt or interfere with any institutional activity, program, meeting, or operation.
b. Interfere with the rights of any member of the institutional community.
c. Injure or threaten to injure, or coerce by bodily harm or restraint or threats thereof or any other means, any member of the institutional community or persons lawfully on the institution's campus, property, or facilities.
d. Seize, hold, commandeer, or damage any property or facilities of an institution, or threaten to do so, or refuse to depart from any property or facilities of an institution upon direction, pursuant to policies, rules, and regulations of the Board of Regents or the institution, by an institutional officer, faculty or staff member, or other person authorized by the President.

Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.

**5.05 Prohibited Conduct: Hazing**—No student shall, individually or by joining with one or more other persons, engage in any act of hazing involving another member of the institutional community. The President of each college and university shall promulgate rules and regulations prohibiting hazing in any form. Such rules and regulations shall include provisions to:

a. Prohibit any action which subjects a pledge, initiate, or member of a student organization to activities which are personally demeaning or involve a substantial risk of physical injury. This includes both organized rites of initiation and informal activities.
b. Include the institutional hazing policy in the student handbook, or such other publications which are readily distributed to all students. The institutional policy shall provide that students involved in hazing activities are subject to institutional disciplinary action which may result in the sanctions of suspension or expulsion, whether or not there is prosecution for such actions in local, state, or federal courts.
c. Identify, through student publications and other appropriate mechanisms, the sanctions which apply to student organizations engaged in prohibited hazing activities or prohibited rites of initiation. These sanctions may include, but are not limited to: denial of the use of institutional facilities, removal of some or all social privileges, removal of institutional recognition, and a recommendation to regional or national headquarters that the organizational charter be revoked. The President of the institution shall take steps to ensure that the chief officer of each student organization is informed at least annually of the institution's hazing policy and the sanctions which may be imposed upon offending organizations.
d. Ensure that students accused of hazing offenses where the sanctions of suspension or expulsion may result are afforded the opportunity for a disciplinary hearing as provided in section 7.04 of these policies, rules, and regulations.

**5.06 Prohibited Conduct: Discrimination**—No student shall, individually or by joining with one or more other persons, promote or demand action on their part or any other member of the institutional community that would constitute unlawful discrimination on the basis of race, sex, color, political affiliation, handicap, or age. Students involved in any such action or activities shall be subject to institutional disciplinary action which may result in probation, suspension, or expulsion, whether or not there is prosecution for such actions in local, State, or Federal courts.

## SECTION 6. POWERS, AUTHORITY, AND DUTIES OF THE PRESIDENTS

**6.01 General Powers, Authority, and Duties of the Presidents**—The chief executive officer of each institution shall be the President. The President shall be responsible for the entire administration of the institution, subject to the control of the Board of Regents. It shall be the President's duty to attend to and administer the laws of the State of West

Virginia which may be applicable on the campus; the policies, rules, and regulations of the Board of Regents; and policies, rules, and regulations of the institution. Each such President is hereby vested with authority requisite to that end, subject to the control of the Board of Regents.

**6.02 Powers, Authority, and Duties of the Presidents: Delegation of Authority and Responsibility**—Any authority, responsibility, or duty granted to or imposed upon such a President by these policies, rules, and regulations may be delegated by the President, subject to the control of the Board of Regents, to another person or persons on the faculty, staff or student body of the institution.

All persons dealing in the matters so delegated by the President shall be required to deal with the persons to whom the President shall have delegated such authority, responsibility, or duty, and such persons shall be required to deal with the institution or the President through such designees, except on appeal to the President as specified by the President.

**6.03 Powers, Authority, and Duties of the Presidents: Promulgation of Institutional Regulations for Student Discipline**—The President of each institution shall have authority and responsibility, subject to the control of the Board of Regents, for the discipline of all students at the institution.

The President, with the advice of faculty and students and subject to the control of the Board of Regents, shall develop, promulgate, and use disciplinary regulations and channels at each institution not inconsistent with the policies, rules, and regulations of the Board of Regents.

**6.04 Powers, Authority, and Duties of the Presidents: Activities on, and Use of, Institutional Property or Facilities**—The use by any person of the property or facilities of the institution shall be controlled and governed by the policies, rules, and regulations of the Board of Regents.

Regulations governing the use of such property or facilities at a particular institution shall be promulgated by the President, thereof, with the advice of faculty and students, and shall conform to these policies, rules, and regulations, and be subject to the control of the Board of Regents.

**6.05 Powers, Authority, and Duties of the Presidents: Public Use of Institutional Property or Facilities, and Restrictions Imposed**—Subject to the control of the Board of Regents, notwithstanding any rule, regulation, policy, or express or implied permission for the use of, or presence in or on, the property or facilities of any institution, any person who (a) is not a student presently registered for current classes or course work at the particular institution, or, is not an employee of the Board of Regents currently on duty at the institution; and (b) by his/her conduct or speech or expressions causes, or, in the opinion of the President of the institution or the President's delegate of authority, may be reasonably expected to cause harm to persons, property, or facilities, or disruption of, or interference with, any activity of the institution, is no longer authorized to be in or on the property or facilities of the institution. In such instance, the President of such institution or the President's delegate of authority, shall cause such person to be ejected from, kept off, and kept out of the property and facilities of the institution. The President or his delegate of authority may take whatever legal or institutional action is necessary to effectuate this authority.

**6.06 Powers, Authority, and Duties of the Presidents: Use of Institutional Property or Facilities: Activities Which Interfere With, Disrupt, or Inhibit Institutional Operations**—The assertion by any person or persons of rights of speech, assembly, press, or other expression with the intention to interfere with access to, or use of, the institution's property, facilities, activities, programs, or operations by those properly and regularly using the same is expressly prohibited, any rule, regulation, or permission, express or implied, notwithstanding.

**6.07 Powers, Authority, and Duties of the Presidents: Limitations of Assembly and Student Use of Institutional Property or Facilities**—Subject to the control of the Board of Regents, when, in the judgment of the President of any institution, an assembly is not in the best interests of the institution or the individuals concerned, in that it presents a clear and present danger of harm to persons, property, or facilities, or interference with or disruption of activities, such President or his delegate of authority shall prohibit such assembly and shall take measures to prevent harm to persons, property, or facilities, or to prevent interference with or disruption of activities, as may be necessary in the circumstances or may be reasonably expected to come into existence.

**6.08 Powers, Authority, and the Duties of the Presidents: Limitation of Activities and Emergency Measures**—When there has been harm or damage to persons, property, or facilities, or when there has been disruption of or interference with institutional activities, or when there has been seizure or occupation of property or facilities by persons no longer authorized, then, subject to the control of the Board of Regents, when the President of an institution at which such occurrences happen or take place, deems it necessary to end or to control such occurrences and the circumstances caused thereby, that President shall take any or all of the following actions or other appropriate actions:

a. Declare a state of emergency to exist on the campus, and:
   (1) Close down any part of the institution for any length of time, or limit use of certain parts of the campus, property, or facilities to certain persons at certain times;
   (2) Impose curfews on the presence of persons in or on institutional facilities or property;
   (3) Place bans on gatherings of persons at places or times on or in the institution's property or facilities; or
   (4) Enlist the aid of any public authority, police, or otherwise, as may be necessary to restore order, protect persons, property, health, safety, or welfare.
b. Immediately suspend any student who is found involved in prohibited action or conduct and who is (1) first advised, told, or notified that a particular action or conduct is prohibited, and who (2) continues such action or conduct in spite of the warning. Such immediate suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.
c. See to the enforcement of the laws of the State of West Virginia, the policies, rules, and regulations of the Board of Regents; and the policies, rules and regulations of the institution, including any emergency orders imposed as a result of the state of emergency so declared.

**SECTION 7. DISCIPLINARY ACTION: PROCEEDINGS**

**7.01 Application to Students**—Any person who is a student as defined in these policies, rules, and regulations shall be subject to disciplinary action by the institution at which he/she is a student if that person is involved on the campus of that institution in any of the actions or conduct prohibited by these policies, rules, and regulations, notwithstanding the fact that at the time the student is also an employee of the Board of Regents. In taking disciplinary action against a student, as defined herein, an institution may act to remove any status of such a person or to revoke or remove any right or privilege such person as a student, or to withhold, remove, or cancel any benefit, recognition or certification, including the conferring of a degree, which such a person might yet not have received from the institution.

**7.02 Sanctions in Disciplinary Action**—The following sanctions may be imposed upon students as a result of disciplinary action by an institution:

a. Probation — exclusion from participation in certain institutional activities, property, or facilities for a definite stated period of time, and may be conditioned upon compliance with policies, rules, and regulations, or specified required activity during the period of probation.
b. Suspension — exclusion from all institutional activities for a definite stated period of time up to one academic year, and any condition on resumption of activities, if any, also may be imposed.
c. Expulsion — termination of all student status, including any remaining right or privilege to receive some benefit or recognition or certification, and conditions for readmission, if any, may be stated in the order.

Normally, students facing suspension or expulsion from the institution will be entitled to a hearing prior to the imposition of the sanction. However, a student may be temporarily suspended pending final action on the charges when the student's continued presence on campus would constitute a potential for serious harm to himself/herself or to the safety of other members of the institutional community. Such temporary suspension shall be followed with speedy disciplinary proceedings consistent with these policies, rules, and regulations.

Sanctions of lesser severity, including restitution, may be imposed in any case, at the discretion of the President of the institution.

Each institution shall identify in its student handbook, or other similar publication, the offenses for which a student who is found guilty may be subject to the sanctions of suspension or expulsion.

A sanction of suspension or expulsion imposed by a college or university under the jurisdiction of the Board of Regents shall apply to the person sanctioned not only at the institution where the sanction was imposed, but shall also be effective at all colleges and universities under the jurisdiction of the Board of Regents. A student who is expelled from one institution in the Board of Regents' system may not be considered for admission to another institution in the system until one year has elapsed after the student has been expelled.

Where a sanction is scheduled for a particular semester and the time lapse during an appeal process makes enforcement in the designated semester impossible, then the sanction shall be applied to the semester in progress at the time of completion of the appeal. In the event the sanction cannot be implemented during that semester, then it shall be applied during the next regular semester, except that if the student has completed the course of study during the pendency of the appeal, the sanctions, where possible, shall be carried out retroactively to affect the grades and records of that student during the semester designated in the original sanction. In any event, the accused student may not be graduated during the process of appeal.

**7.03 General Requirements for Disciplinary Channels** — Rules and regulations establishing disciplinary channels at the institutions, promulgated pursuant to Sections 4.05 and 6.03 hereof, or any of these policies, rules, and regulations, shall provide, among other things, at least for the following:

a. There shall be a hearing board whose members shall be members of the institutional community, including student and faculty representatives, and whose number shall be at least three, and, in any event, on any panel hearing a case, shall be odd.
b. The hearing board shall have jurisdiction of cases involving the alleged violations of Sections 5.02, 5.03, 5.04, 5.05, and 5.06 of these policies, rules, and regulations, and of cases involving students suspended pursuant to Section 6.08b of these policies, rules, and regulations.
c. The jurisdiction and authority of the hearing board shall be, in cases of disciplinary action against students:
   (1) To hear evidence;
   (2) To make findings of fact from the evidence presented;
   (3) To make recommendations to the President of the institution, based upon such findings of fact, as to the disposition of the disciplinary action, including sanctions to be imposed, if any; and
   (4) To refer for hearing to a lesser disciplinary channel in cases not involving potential suspension or expulsion. (In lieu of calling together the entire hearing board to decide on referrals, a referral board, including a faculty representative and a student representative selected from the hearing board, may decide the level of hearing by establishing hearing levels for categories of disciplinary infractions or by considering individual referral cases.)
d. The hearing board shall have such appellate jurisdiction, as may be appropriate to the institution, from the determinations and recommendations of any lesser disciplinary channel.
e. The student may then object or take exception to the recommendation of the hearing board under such procedures as the President may deem appropriate.

**7.04 Procedural Standards in Disciplinary Proceedings** — In any disciplinary proceedings before a hearing board established pursuant to Section 7.03 brought against a student for alleged misconduct, actions, or behavior for which sanctions of suspension or expulsion may be imposed, the following procedural standards shall be observed:

a. Written charges of violation shall be presented to the accused student which shall include at least:
   (1) A statement of the policy, rule, or regulation which allegedly has been violated;
   (2) A statement of the facts and evidence to be presented in support of the charges made with sufficient clarity to reasonably disclose the time and place of the occurrence and the actions or behavior complained of;
   (3) A statement that a hearing will be held before the hearing board on the charges, together with notice of the date, time, and place of the hearing; and
   (4) In cases involving potential suspension or expulsion, as specified in institutional policies, the student must be informed of his/her right to have legal counsel present at the hearing (students retain attorneys in such cases at their own expense and must notify the hearing board at least forty-eight hours prior to the hearing if the attorney will be present at the proceedings). It is expressly provided, however, that such written charges shall not be fatally defective so as to prevent the set hearing or to require further amplification if such minimum requirements are met reasonably and in good conscience at the discretion of the hearing board.
b. Said written charges shall be served upon the student charged by one of the following means:
   (1) Handing a copy to the student in person, if he/she can be found with reasonable diligence in the town where the institution is located and the hearing is to take place; or
   (2) Mailing, via certified mail, a copy to the student at the residence used while in attendance at the institution, as last noted on his/her official records at the institution; or
   (3) If the student is not presently registered at the institution, or in any event, by mailing, via certified mail, a copy to his/her

last known permanent or home residence as disclosed by official records at the institution. It is expressly provided, however, that such service of charges and notice of hearing shall not be defective if the student shall have hidden, refused mail, or shall have failed to notify the institution of his/her current address while attending the institution or of his current permanent home address, and the hearing may proceed without hindrance or delay.

c. A hearing shall be held at the date, time, and place specified (unless postponed by the hearing board for good cause shown) and shall provide the student at least five days notice from the serving of the charges (unless such notice is waived by the student). The hearing shall be conducted in such manner as to do substantial justice and shall include at least the following:
   (1) The accused student has the right to have an advisor. Such an advisor may be a parent or guardian, a student at the institution, or member of the faculty or staff of the institution. An advisor may consult with the accused student, but may not speak on behalf of the student or otherwise participate directly in the proceedings, unless given specific permission to do so by the hearing board. In cases involving the potential for suspension or expulsion, legal counsel may be present as specified in Section 7.04a. (4) of this policy. Legal counsel may serve in an advisory capacity to the accused student in such cases. However, legal counsel may not speak on behalf of the student or otherwise participate directly in the proceedings. The college or university may request legal counsel through the Office of the Chancellor. Counsel retained by the institution may participate only in an advisory capacity and may not speak on behalf of the institution or otherwise participate directly in the proceedings;
   (2) All material evidence may be presented subject to the right of crossexamination of the witnesses;
   (3) There shall be a complete and accurate record of the hearing. In the case of an appeal, a written transcript may be required.
   (4) In any event, the accused student shall be entitled to be present throughout the presentation of evidence, testimony of witnesses, and arguments of parties; to know the identity of and content of testimony of the witnesses against him and have them present at the hearing at appropriate times; and to present witnesses and any evidence on his behalf as may be relevant and material to the case.

d. No recommendation for the imposition of sanctions may be based solely upon the failure of the accused student to answer charges or to appear at the hearing. In such a case, the evidence in support of the charges shall be presented and considered. And, in any event, all findings of fact and recommendations shall be based solely upon the evidence in the case as a whole.

e. After the hearing, the hearing board shall make findings of fact and recommendations for the disposition of the case and sanctions to be imposed, if any, and forward the same to the President of the institution. Within ten working days following receipt of the hearing board recommendations, the President shall review the facts of the case and take such action as may be appropriate under all the circumstances. Except in cases which involve the sanction of expulsion, as defined in Section 7.02 of these policies, rules, and regulations, the decision of the President shall be final.

**7.05 Review by the Board of Regents**—The Board of Regents may, from time to time, require from the presidents, or any of them, reports on disciplinary actions or proceedings over a period of time or as to any specific case or cases. Such reports shall be in such form as the Board of Regents may require.

In disciplinary cases where the institutional sanction is expulsion, the Board of Regents may, pursuant to such procedures as it may specify, grant an appeal from the disciplinary action of any President on the record of the case submitted and on leave of the Board of Regents first obtained. A student desiring to appeal the sanction of expulsion must, within three working days, indicate to the President in writing an intent to appeal the decision to the Board of Regents. A written petition of appeal must be filed with the Chancellor of the Board of Regents within fifteen days of the institutional President's decision. If the Board of Regents determines that the petition will not be heard, the decision of the President of the institution is affirmed and sanctions imposed therein shall be effective upon the President's receipt of the statement of denial.

If the appeal is granted, the sanction imposed by the President's decision shall be stayed until the Board of Regents makes a final decision after a review of the case. In the event the decision of the President is affirmed after such review, the person appealing and the President shall be notified by certified mail and the sanction shall be effective immediately upon receipt by the President of the decision rendered by the Board of Regents.

In reviewing student appeals involving the sanction of expulsion, the Board of Regents will review all relevant information and records of applicable institutional disciplinary proceedings to ensure that due process has been afforded. In any case of any review of disciplinary action, the Board of Regents may take such action as it deems reasonable and proper in all the circumstances and in answer to all its responsibilities under the law.

# Appendix C—

## Policy Regarding Academic Rights And Responsibilities of Students

(*Interim Operating Policies.* All orders, resolutions and rules adopted or promulgated by the Board of Regents and in effect immediately prior to the first day of July, 1989 are transferred to the Board of Trustees and the institutions of University of West Virginia system and shall continue in effect until rescinded, revised, altered or amended by the Board of Trustees. [W. Va. Code 18b-1-3(d)].)

**SECTION 0. GENERAL**

**0.1.** Scope—Policy regarding academic rights and responsibilities of students.

**0.2.** Authority—*West Virginia Code* 8-26-8

**0.3.** Filing Date—May 1, 1986

**0.4.** Effective Date—June 1, 1986

**0.5.** Revises and Replaces Existing Section 7 of Policy Bulletin No. 57 dated July 13, 1982, and Policy Bulletin No. 60 dated November 13, 1984.

**SECTION 1. ACADEMIC RIGHTS AND RESPONSIBILITIES OF STUDENTS**

**1.1.** The institution and its constituent colleges and schools shall define and promulgate, consistent with the policies, rules, and regulations of the Board of Regents, the academic requirements for admission to the institution, for admission to limited enrollment programs, and for admission to professional and graduate degree programs (where offered); the criteria for maintenance of satisfactory academic progress, for the successful completion of the program, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

**1.2.** A student, by voluntarily accepting admission to the institution or enrolling in a class or course of study offered by the institution, accepts the academic requirements and criteria of the institution. It is the student's responsibility to fulfill course work and degree or certificate requirements and to know and meet criteria for satisfactory academic progress and completion of the program.

**SECTION 2. ACADEMIC RIGHTS**

**2.1.** Concomitant with the academic standards and responsibilities established pursuant to Section 1, each student shall have the following academic rights:

**2.1.1.** The student shall be graded or have his/her performance evaluated solely upon performance in the course work as measured against academic standards. The student shall not be evaluated prejudicially, capriciously, or arbitrarily. The student shall not be graded nor shall his/her performance be evaluated on the basis of his/her race, color, creed, sex, or national origin.

**2.1.2.** Each student shall have the right to have any academic penalty, as set out in Section 4.2 below and more specifically defined by his/her institution, reviewed.

**2.1.3.** Each student shall have access to a copy of the college or university catalog or program brochure in which current academic program requirements are described (e.g., required courses, total credit requirements, time in residence requirements, special program requirements, minimum grade-point average, probation standards, professional standards, etc.). Students have the right to receive from the instructor written descriptions of content and requirements for any course in which they are enrolled (e.g., attendance expectations, special requirements, laboratory requirements including time, field trips and costs, grading standards and procedures, professional standards, etc.).

**2.1.4.** The instructor of each course is responsible for assigning grades to students enrolled in the course, consistent with the academic rights set out in the preceding sections.

**SECTION 3. APPLICATION OF POLICY TO STUDENTS**

**3.1** Student—any person who has been admitted to an institution to pursue a course of study, research, or service, who is currently engaged in an institutionally sponsored activity, and who has some right or privilege to be on the campus or in the facilities of the institution, or to use the same, in connection with study, research, or service, or who yet has some right or privilege to receive some benefit or recognition or certification from the institution, under the rules, regulations, or policies of the Board of Regents or the institution.

**3.2** A student, as defined in this policy, shall be subject to any applicable penalties for failure to comply with the academic requirements and standards promulgated by the institution and/or its constituent colleges and schools according to Section 1.1. Students are expected to adhere to these academic standards in all academic settings, classrooms, laboratories, clinics, and any other activities which are part of academic requirements.

**SECTION 4. ACADEMIC REQUIREMENTS AND CONSEQUENCES OF FAILURE TO MEET REQUIREMENTS**

**4.1.** The institution and its constituent colleges and schools shall define and promulgate the academic requirements, criteria, and standards as set out in Section 1.1 above. Normally, students may finish a program of study according to the requirements under which they were admitted to the program. However, requirements are subject to change at any time, with reasonable notice provided to the students.

**4.2.** A student who fails to meet the academic requirements or standards, including those for academic honesty as defined by the institution and its constitutent colleges and schools according to Section 1.1, may be subject to one or more of the following penalties:

**4.2.1.** A lower grade or failure of the course or exclusion from further participation in the class (including laboratories or clinical experiences), all of which may be imposed by the instructor.

**4.2.2.** Academic probation as determined and defined by the institution and its constituent colleges and schools.

**4.2.3.** Academic suspension as determined and defined by the institution and its constituent colleges and schools.

**4.3.** Academic dismissal is defined as termination of student status, including any right or privilege to receive some benefit or recognition or certification. A student may be academically dismissed from a limited enrollment program and remain eligible to enroll in courses in other programs at the institution, or a student may be academically dismissed from the institution and not remain eligible to enroll in other courses or programs at the institution.

**4.4.** A student may appeal any penalty according to the procedures in Sections 5 and 6 below. Each institution and its constituent colleges and schools shall determine and specify the point at which penalties, excluding those specified in Section 4.2.1, may be imposed. Each instructor determines the point at which the penalties specified in Section 4.2.1 may be imposed. Each institution and its constituent colleges and schools shall determine the method(s), if any, by which a student may correct the condition(s) leading to imposition of these penalties and thereby have them removed.

**SECTION 5. APPEALS**

**5.1.** Each institution and its constituent colleges and schools shall establish policies and procedures by which a student may appeal or challenge any academic penalties imposed by a faculty member or by the institution or one of its constituent colleges and schools, including those described in Section 4.2 above.

**5.2.** Additional procedures may include but not to be limited to:

**5.2.1.** Appeals of a grade penalty or exclusion from class,

**5.2.2.** Appeals of final course grades,

**5.2.3.** Appeals of imposition of academic probation,

**5.2.4.** Appeals of imposition of academic suspension,

**5.2.5.** Appeals of dismissal from undergraduate programs,

**5.2.6.** Appeals of dismissal from graduate programs,

**5.2.7.** Appeals of dismissal from professional degree programs,

**5.2.8.** Appeals of dismissal from the institution.

**5.3.** Policies and procedures relating to appeals of academic penalties shall be governed by due process and shall include, as a minimum:

**5.3.1.** Written notice to the student (1) of his/her failure to meet or maintain an academic standard, (2) of the methods, if any, by which the student may correct the failure, and (3) of the penalty which may be imposed.

**5.3.2.** An opportunity for the student to meet with the faculty member(s) or other individual(s) who have judged his/her performance to be deficient, to discuss with these faculty member(s) or other individual(s) the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied at any such meeting by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

**5.3.3.** An opportunity for the student to appeal the decision or judgment of faculty members through the established institutional appeals procedure within thirty calendar days after written notice of the decision or judgment.

**5.3.4.** An opportunity to appeal to the president of the institution or his/her designee within 30 calendar days after the receipt of written notice of the decision or judgment.

**5.3.5.** The decision of the president or his/her designee regarding an academic appeal is final.

**SECTION 6. APPEALS PROCEDURES FOR ACADEMIC DISMISSAL**

**6.1.** The appeal will be subject to the following conditions:

**6.1.1.** The appeal must be filed within thirty calendar days after written notice of the decision.

**6.1.2.** The appeal to the appropriate academic officer or appeals committee is not adversarial in nature; the formal rules of evidence do not apply.

**6.1.3.** The student may be advised by a person of his/her choice from the institution; likewise, the faculty member, academic officer, or committee recommending academic dismissal may have an advisor from the institution. Such advisors may consult with but may not speak on behalf of their advisees or otherwise participate directly in the proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

**6.1.4.** Witnesses may be called by any of the parties involved.

**6.1.5.** A record of the appeal shall be prepared in the form of summary minutes and relevant attachments and will be provided to the student upon request.

**6.1.6.** The decision of the president or his/her designee regarding academic dismissal is final.

**SECTION 7. PUBLICATION**

**7.1** All standards, criteria and procedures of the institution shall be published in one or more appropriate institutional publications such as catalogs, student handbooks, academic pamphlets, and handouts. Such requirements are subject to change with reasonable notice provided to the students.

# Appendix D—

## West Virginia University Policy on the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 is a Federal law which states: (a) that a written institutional policy must be established; and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Virginia University accords all the rights under the law to students who are declared independent. No one outside West Virginia University shall have access to nor will West Virginia University disclose any information from students' education records without the written consent of students **except** to personnel within West Virginia University and the West Virginia Board of Regents; to officials of other institutions in which students seek to enroll; to persons or organizations providing students' financial aid; to accrediting agencies carrying out their accreditation function; to persons in compliance with judicial order; to organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, administering students aid programs, and improving instruction; and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

The Act also permits disclosure of information from students' education records, without the written consent of students, to parents of a dependent student of such parents, as defined in Section 152 of the Internal Revenue Code of 1954, as amended. West Virginia University intends to consider all students as "dependent" for purposes of disclosure of information to parents unless the students specifically notify in writing the Office of Admissions and Records, West Virginia University, that they are not a "dependent" of their parents for Federal Income Tax purposes. Students need to give such written notification only once.

Within the West Virginia University community, only those members, individually and collectively, acting in the students' educational interest are allowed access to student education records. These members include personnel in the Office of Admissions and Records, Student Affairs including the Counseling Service, Office of Student Life, International Students Adviser, Student Financial Aid, and Career Services Center, the offices of Deans and Directors maintaining student education records, and other administrative and academic personnel within the limitations of their need to know.

At its discretion West Virginia University may provide Directory Information in accordance with the provisions of the Act to include: stu-

dent name, address, telephone number, date and place of birth, names and addresses of parents, major field of study, date of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Office of Admissions and Records, West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the fall semester.

To assure that the request for non-disclosure of Directory Information is properly processed and honored, the student should use the Official Form available in the Office of Admissions and Records. Request for non-disclosure will be honored by West Virginia University for **only one** academic year. Therefore, authorization to withhold Directory Information must be filed annually in the Office of Admissions and Records. For this purpose the academic year of West Virginia University commences with the first summer session.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels are unacceptable. The Office of Admissions and Records at West Virginia University has been designated to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and career services records. Students wishing to review their education records must make a request to the office maintaining the particular education record desired to be reviewed listing the item or items of interest. Only records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere. These copies would be made at the students' expense at the prevailing rates charged at coin-operated copying machines operated by the University. Education records do not include records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records, or alumni records. Health records, however, may be reviewed by physicians of the students' choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or career placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which West Virginia University will permit access **only** to that part of the record which pertains to the inquiring student. West Virginia University is **not** required to permit students to inspect and review confidential letters and recommendations placed in their files before January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Office of Admissions and Records. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Office of Admissions and Records of their right to a formal hearing. Students' requests for a formal hearing must be made in writing to the Associate Provost for Student Affairs who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel which will adjudicate such challenges will consist of not less than three members, including at least one student member, of the West Virginia University Student Records Hearing Committee, a seven member committee, consisting of four members of the faculty and three students, appointed annually by the President of the University.

Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned, The education records will be corrected or amended in accordance with decisions of the hearing panel, if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the education records, maintained as a part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may appeal in writing to the President of West Virginia University. Decisions made by the President may be appealed to the Chancellor and the West Virginia Board of Regents, 950 Kanawha Boulevard, East, Charleston, WV 25301. Further, students who believe that their rights have been abridged, may file complaints with The Family Educational Rights and Privacy Act Office (FERPA), Department of Health and Human Services, Washington, DC 20201, concerning the alleged failures of West Virginia University and/or the West Virginia Board of Regents to comply with the Act.

Revisions and clarifications of this policy will be published as experience with the law and West Virginia University's policy warrant.

### Annual Notice to Students of the Family Educational Rights and Privacy Act of 1974 And Notice Designating Directory Information

Annually, West Virginia University informs students of the Family Educational Rights and Privacy Act of 1974. This Act, with which West Virginia University intends to comply fully, was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with The Family Educational Rights and Privacy Office (FERPA) concerning alleged failures by West Virginia University to comply with the Act.

The West Virginia University Policy on the Family Educational Rights and Privacy Act explains in detail the procedures to be used for compliance with the provisions of the Act. Copies of the policy can be found in the offices of all Deans and Directors. The policy also is printed in the *Student Handbook* and annually in the *Daily Athenaeum*. The offices of the Deans and Directors can inform students as to the locations of all education records maintained on students by West Virginia University.

Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Admissions and Records.

West Virginia University designates the following categories of student information as public or "Directory Information." Such information may be disclosed by West Virginia University for any purpose, at its discretion.

*Category I:* Name, address, telephone number.

*Category II:* Dates of attendance, class, previous institution(s) attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

*Category III:* Past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes), date and place of birth, and names and addresses of parents.

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974. To withhold disclosure, written notification must be received in the Office of Admissions and Records at West Virginia University, Morgantown, WV 26506, before the close of the late registration period for the Fall Semester. Official forms requesting the withholding of "Directory Information" are available in the Office of Admissions and Records. To assure that a request to withhold "Directory Information" will be properly processed and honored, it should be submitted on the Official Form.

West Virginia University assumes that failure on the part of any student to specifically request, on the Official Form, the withholding of categories of "Directory Information" indicates individual approval for disclosure.

# Appendix E –

## Residence Hall Terms, Conditions, and Regulations

The University owned residence halls include Arnold, Boreman South, Boreman North, Dadisman, Stalnaker on the Downtown Campus, and Bennett, Braxton, Brooke and Lyon in the Towers Complex on the Evansdale Campus. All halls house undergraduate students. Facilities include lounges, sun decks, laundries, study rooms, luggage storage rooms, and an area dining facility. Computer terminal sites are provided in Boreman and Towers for residents and their guests. Most of the rooms accommodate two persons but there are a few singles and triples.

**OBLIGATION OF STUDENT**

Students are obligated to abide by the terms, conditions and regulations which govern the WVU Housing and Food Service Contract. *THIS OBLIGATION INCLUDES ASSUMING FINANCIAL RESPONSIBILITY FOR THE ENTIRE CONTRACT PERIOD.*

**LEGALITY**

Residence accommodations are available only on a combined room and board basis. The Housing and Food Service Contract may not be transferred or reassigned. The meal ticket may only be used by the person to whom it is issued, and a room may only be occupied by the student(s) to whom it is assigned. The Contract must be signed and dated as evidence of acceptance of these terms, conditions, and regulations. *THIS IS A LEGALLY BINDING CONTRACT. FAILURE TO PICK UP A KEY AND/OR MEAL TICKET DOES NOT RELEASE A STUDENT FROM THIS CONTRACT.*

**CONTRACT PERIOD**

Contracts made for the beginning or after the beginning of the Fall Semester are legally binding through the remainder of the academic year, i.e., to the end of the Spring Semester, and include financial responsibility for the entire contract period. A student who lives close enough to campus to commute but who elects to submit a contract, will not be released from his contract later to live at home. *IF A STUDENT WITHDRAWS AFTER ARRIVAL DAY FALL SEMESTER AND RETURNS AS A REGISTERED UNDERGRADUATE STUDENT DURING THE CONTRACT PERIOD, THE CONTRACT CONTINUES TO BE ACTIVE AND THE STUDENT MUST RETURN TO A RESIDENCE HALL.*

**RESIDENCY POLICY**

While the Department of Housing and Residence Life strongly recommends that freshmen reside on campus, the following exemptions are allowed:

(1) students living within commuting distance who plan to reside with their parents,
(2) students living with relatives thirty years of age or older,
(3) students 21 years of age or older,
(4) married students,
(5) students with extreme financial hardship,
(6) students who are veterans,
(7) transfer students from other colleges or universities,
(8) freshmen with **written parental consent** may reside off campus. Request to reside off campus must be made **on or before June 1 without exception.**

**All students requesting to live off campus during their freshman year must submit a letter of request, stating their reasons to:**

**Assistant Director/Business Affairs**
**G-114 Towers**
**Morgantown, WV 26506**

*NOTE:* **Monongalia County and Morgantown residents requesting to live with parents need to submit a letter of request following the guidelines explained in the previous section for requesting an exemption.**

**SEMESTER ROOM AND BOARD RATES**

*1989-90 Room and Board Rates Per Semester*

| Type of Accommodation | Total |
|---|---|
| Single | $1,859.62 |
| Double | 1,637.92 |
| Triple | 1,588.87 |
| Suite | 1,676.60 |

**THE UNIVERSITY RESERVES THE RIGHT TO REVISE OR CHANGE RATES WITHOUT FURTHER NOTICE. The rates shown are 1989-90 rates and are subject to increases by West Virginia Board of Trustees action. Action on subsequent room and board increases gener-**

**ally occur in late Spring and are announced prior to the issuance of Housing Invoices for the Fall Semester.**

**PAYMENT**

Although the Housing and Food Service contract is for the entire academic year, **invoices (for payment) are sent for one semester at a time.**

Invoices will be mailed to students as follows:

**First Semester**—mailed to the student's home prior to the beginning of the academic year.

**Second Semester**—mailed to the student at his/her campus address in December.

If an invoice is not received or is misplaced, the student should report directly to the Assignments Office, located on the lower level of Bennett Tower, shortly after his/her arrival to campus. The last day to pay a housing invoice without a late fee is the close of business on Wednesday of the first week of classes.

Make check or money order payable to West Virginia University. Remit payment to the Cashier's Office. Identify all payments with student's name, student's social security number, and purpose of payment.

Payment of room and board charges by check are subject to West Virginia University's Non-Sufficient Funds Check Policy. A copy of this policy is available in the Office of the Director of Housing and Residence Life.

Students paying with any type of financial aid including scholarships must follow the special instructions inserted with the tuition invoice sent by the Controller's Office.

If a student's financial aid has not arrived before the start of the semester, or if a student is experiencing extreme financial difficulty, he/she may make arrangements to defer payment. To arrange for this deferment, a student must meet with the Administrative Assistant for Accounting at General Registration.

If approval for an arrangement is granted, one-half of the amount owed will be due by the first Wednesday of classes, and the balance due by the close of business on the Friday of the fifth week of classes.

A resident whose account becomes delinquent may be required to vacate the room; the meal ticket will be invalidated. That student will be required to surrender the room key and meal ticket, and will continue to be held responsible for the entire room portion and a specified amount of the board for the remainder of the contract period.

**HOUSING DEPOSIT ($75.00)/CANCELLATION & REFUND POLICY**

1. If the Administrative Division of the Department of Housing and Residence Life receives written notification of cancellation, the following refund rates apply:
   A. Twenty-five dollars ($25.00) refundable until June 1, for the academic year, and December 1, for the Spring semester.
   B. **No refund** after June 1, for the academic year, and December 1, for the Spring semester.
2. **The Housing deposit** will be deducted from the Spring Semester Room and Board Invoice.

**WITHDRAWAL**

1. If a student officially withdraws from the University, having obtained the appropriate forms from the Office of Student Life, the unused portion of the room and board will be refunded. The "unused portion" will be based on the date the student's belongings are removed from the room and the date that the meal ticket/ID and room key are surrendered.
2. If the student moves from the residence hall for any other reason than withdrawal from the University, the student will be held accountable for 100 percent of the room rent and 60 percent of the food service portion of the contract for the remainder of the academic year. If the student fails to surrender the meal ticket/ID, he/she will be responsible for the entire Contract for the academic year. See *LIFESAVER* (Student Discipline).

**ARRIVAL DATES 1990-91**

| | | |
|---|---|---|
| Fall Semester 1990 | Aug. 17-21 | 9:00 a.m.-5:00 p.m. |
| Spring Semester 1991 | Jan. 5-8 | 9:00 a.m.-5:00 p.m. |

**Residence halls will not be open prior to these dates. Overnight accommodations will not be available in any residence hall prior to the dates specified as "arrival dates" for new or continuing students. New students attending Orientation may report to their assigned rooms earlier.** *Food Service for students will be available beginning with breakfast on the day that the halls open officially for returning students.*

**CHECKING IN**

Information will be provided when you receive your housing assignment packet.

**Residence Hall Room and Property Inventory:** For the resident's protection, a "Residence Hall Room and Property Inventory" must be completed at the time that a resident moves into a room. This form is given to the student during check-in and must be completed and returned to the Resident Assistant on the floor or to the Area Manager's Office within twenty-four hours. Residents who choose not to complete and return this form will be held responsible for the condition of their assigned space based upon a prior room condition evaluation by the Department of Housing and Residence Life.

**Late Check-In:** Unless the student requests an extension of the arrival period through the Assignment Office, the University is not obligated to hold a specific room assignment later than 5:00 p.m. of the first day of classes. The student is required to accept other available accommodations.

**HOUSING INFORMATION**

**Notification of Housing Assignment:** Assignments are typically made in late Spring. Applicants should expect to receive written notification of their assignments prior to the end of May. Late applicants should not expect to receive written notification until early August.

**Extended Housing:** If more space is needed for student housing at the beginning of the academic year, an additional person may be temporarily assigned to a larger double or triple room occupied by other students.

Students, who due to the lateness of their housing application cannot be immediately assigned to a regular space, *will be assigned temporarily to an "extended housing" space within a residence hall.* These students must accept the first possible reassignment to a permanent space. Students assigned to extended housing after the first full week of classes will be provided with a reduced rate for the room portion of their contract.

**Regular Living Accommodations:** Assignment to a regular living accommodation in any residence hall, even though it may not be in an area of the student's choice, is considered permanent. However, all students will be permitted to request room changes following the guidelines listed below.

**Room Change Requests:** All room changes must be approved by the Residence Life Staff Assistant. Residents desiring to make a room change must contact the Staff Assistant on the campus on which their hall is located. The Staff Assistant can be reached on the Main Campus at 293-3259 or 293-2943 and on the Evansdale Campus at 293-4598. Residents should also notify their Resident Assistant that they are anticipating a room change. In order to maintain accurate records and coordinate assignments, room changes will be limited to designated periods during the year. Students wishing to move at other times require special permission from the Area Coordinator. NOTE: Room changes will not be made on the basis of race, color, national origin or sexual orientation.

Residents making an approved room change are responsible for both their old and new room keys until the old room key is returned to the appropriate Area Manager's Office and the key book is signed and dated. *If there are more than two room changes by the same student during a school term, an administrative fee of $25.00 will be assessed for each subsequent move.

Room changes will be permitted until December 1 and the Friday of "dead week" during the spring semester.

New students and students making room changes by the designated deadline will be assigned to vacancies within occupied double or triple rooms.

**Furnishings Provided in Student Rooms:** The residence hall rooms are furnished with closets, single beds, study desks and chairs, dressers, wastebaskets, mattresses, study lamps, and curtains. (Note: Fitted sheets may not fit institutional mattresses.)

**Liquid-Filled Furniture:** Because of the excessive weight and the potential for liquid damage, liquid-filled beds and other liquid-filled furniture are not permitted.

**Loss of Room Key(s):** Room keys are signed out to residents when they register in their halls. Residents are urged to exercise extreme caution in safeguarding their keys and to carry them at all times. Keys are for the protection of the residents. West Virginia University is not responsible for loss of property. Residents should always keep their doors locked when not in their rooms. If a resident loses a room key, the loss must be reported to the Resident Director and the Area Manager as soon as possible. The Area Manager will sign out a replacement key for a period not to exceed five working days. If the original key is found, the resident must return the replacement key. If the key is not found, a new door lock and a new mailbox lock will be installed. New keys will be issued to the resident and his/her roommate(s) at a charge of $20.00 plus an administrative fee to the resident who lost the key. At the end of the year, or when a resident moves from the residence hall, or when a room change is made, the key(s) must be returned directly to the Area Manager's Office. Failure to return the key(s) will result in a $20.00 lock change charge plus an administrative fee to the resident who failed to return the key(s).

**Check-Out Procedures:** All residents are required to vacate and remove personal belongings from the rooms upon termination of the housing contract, no later than twenty-four hours after their last examination, or their withdrawal from the University. At the end of the year, or when a student moves from the residence hall, or when a room change is made, the keys must be returned directly to the Area Manager's Office. Failure to return the keys will result in a $20.00 charge plus an administrative fee for the purpose of replacing the lock and keys. Listed below are the locations and telephone numbers of the Area Managers for each residence hall. Keys should be returned on the same day of the move and during normal hours of operation which are 8:00 a.m. to 4:00 p.m., Monday through Friday.

Towers—M-18 .....293-3496
Arnold—Ground Floor Office .....293-5840
Boreman—G-02.....293-4130
Dadisman—108 .....293-4230
Stalnaker—108 Dadisman .....293-4230

**Holiday/Semester Recesses:** Residence halls will be closed during holiday recesses. Dates of closings and reopenings will be posted on residence hall bulletin boards. Room and board rates do not include service during official University vacation periods and semester breaks.

**FOOD SERVICE INFORMATION**

**Board Plan:** All students residing in University residence halls are required to participate in the University dining program. Three meals a day, Monday through Friday, are provided. Saturday meals consist of a brunch and dinner. The Sunday meal consists of a brunch. When students register in the residence halls, they will be issued a temporary computerized meal ticket, which will be replaced by a permanent meal ticket/ID card that includes the student's photograph. The meal ticket must be presented at all meals. Residents will be held personally accountable for the proper use of their meal tickets and may be subject to disciplinary action for allowing another person to use them. The University currently operates three dining halls: one at the Towers Complex, one at Boreman Hall, and one at Arnold Hall. The meal ticket may be used in any of the dining halls. NOTE: The meal ticket/ID also is the means by which residents are allowed entry to their residence hall after closing.

Students may select one of three meal plans (18, 15, 10 meals). Once a meal plan has been chosen, the number of meals may be increased, but not decreased to fewer meals. Students failing to select a meal plan will be assigned Option I, the full 18 meals.

**MEAL PLAN OPTIONS**

(1) Full—18 Meals
(2) Any 15 Meals
(3) 10 Meals (Mon.-Fri.)—Lunch and Dinner only

**MEAL SCHEDULE 1990-91**

| *Dining Hours:* | *Arnold Dining Hall* | |
|---|---|---|
| Monday-Friday | Breakfast | 7:30 a.m.-9:30 a.m. |
| | Lunch | 11:00 a.m.-1:15 p.m. |
| | Dinner | 4:30 p.m.-6:15 p.m. |
| Saturday | Brunch | 11:30 a.m.-1:30 p.m. |
| | Dinner | 4:30 p.m.-5:30 p.m. |
| Sunday | Brunch | 10:00 a.m.-1:30 p.m. |

| *Dining Hours:* | *Boreman and Towers Dining Halls* | |
|---|---|---|
| Monday-Friday | Breakfast | 7:00 a.m.-9:00 a.m. |
| | Lunch | 11:00 a.m.-1:15 p.m. |
| | Dinner | 4:00 p.m.-6:30 p.m. |
| Saturday | Brunch | 10:30 a.m.-12:00 p.m. |
| | Dinner | 3:30 p.m.-5:00 p.m. |
| Sunday | Brunch | 11:00 a.m.-2:00 p.m. |

*Hours are subject to change.*

**Lost Meal Tickets:** If a meal ticket is lost, a new one may be obtained from the Vali-Dine Office, on the main floor of Bennett Tower. The charge for replacement is $10.00, non-refundable. If residents are unable to visit the Vali-Dine Office prior to the next meal, they must pay for that meal. The students will be given receipts and will be refunded that amount if they present them to the Housing Cashier's Office within the next ten (10) days.

**Special Diets:** Students requiring special diets due to medical problems may have special foods prepared for an extra nominal charge. Arrangements must be made with the Food Service Manager of the dining hall. A physician's request must be presented before special meal service can be provided.

**Meal Schedule Conflicts:** Students with classes or work schedules which conflict with meal periods may make arrangements to pick up a bag meal in lieu of a lunch or dinner meal at the dining hall. There will be no refunds to students who schedule classes or work which conflict with meal schedules. Students with questions concerning the request of a bag meal should contact a Food Service Supervisor or a Food Service Manager in their dining hall.

**Meals During Illness:** If residents are ill and unable to eat their meals in a dining hall, they may obtain meals by having a roommate bring the resident's meal ticket and a permit signed by an R.D. or Area Coordinator to the dining hall. A Food Service Supervisor will provide a liquid diet for the patient.

**Menus:** A continuous effort is made to improve both the quality and the variety of menus offered in order to cater to the varied tastes, appetites, and food preferences of over 3,400 customers. The menu of each meal consists of choices (at least two entrees, two vegetables, a salad and fruit bar, and four beverages) that complement each other and provide for the satisfaction of the broadest possible range of tastes and nutritional requirements. The continuity of the menu is projected to provide long-range variety to avoid repetition and monotony. A registered dietitian is employed to work with recipes and menus and to control the quality of the food products. Persons desiring additional entrees or other food selections may return to the serving line for seconds of most items on the menu. There are certain exceptions observed. At special dinners, or at steak dinners, seconds will not be available.

**ACCIDENTS, INJURY, & THEFT**

West Virginia University does not assume responsibility for personal accident, injury, or illness sustained by residents, guests, or visitors; nor for damage, theft, or loss of personal property. University employees are not authorized to accept articles for storage, whether or not the University is in session. It is suggested that insurance be obtained to protect the resident and the personal property.

**Alcohol & Other Controlled Substances:** The possession of and the consumption of beer, wine and other alcoholic beverages is prohibited in University-owned residence halls. All violations of this policy will be referred to the appropriate judicial body. Dangerous drugs and narcotics, as defined and prohibited by State and Federal statutes, are prohibited in the residence halls.

**Appliances:** No privately owned refrigerators, air conditioners, cooking appliances, hot plates or water beds may be kept or used in the halls. The use of extension cords is prohibited. Because an item is not specifically excluded does not necessarily mean that it is permitted. For a ruling on a specific item, telephone the housing office at (304) 293-4851. NOTE: Refrigerators may be rented from a vendor under contract with the University. Arrangements for rental can be made during Freshman Orientation or upon the student's arrival in August.

**DAMAGE TO ROOMS**

Assigned occupants of each room are financially responsible for keeping the room and its contents in good order and free from damage. To minimize damage and prevent unsafe conditions, residents will not be permitted to stack room furnishings. The resident, at time of checkout, will return the assigned space and the furnshings provided by the University in the same condition as they were received with the exception of reasonable wear and tear as determined by the Department of Housing and Residence Life. The resident will be assessed for damages, loss or special services needed due to misuse or abuse of his/her assigned space and the University property contained therein. When the assigned space is shared and where the responsible resident(s) fails to assume responsibility, an equal portion will be assessed to each occupant. Individual(s) identified as being responsible for damage, theft, loss or special service (whether intentional or accidental) in public areas of the residence hall facility will be assessed the cost of repair, replacement, or restoration. When individual responsibility cannot be determined, residents will be held collectively responsible for damage, theft, loss or special service within/for the public areas or to University property within their residence hall. Incurred losses will be equally divided among all residents for their assigned public areas. Residents will have the opportunity to review damage assessments with the Residence Life Staff and/or the Residence Hall Area Manager. Appeals to correct billing will be processed by the Assistant Director/Housing Business Affairs. Residents must take reasonable action to protect and prevent the residence hall from wanton, reckless, or negligent damage. Residents are expected to refrain from encouraging or participating in activities which will cause damage to occur and to report property or facility damage to a staff member.

**GAMBLING**

Gambling is prohibited.

**LAUNDRY**

Washers and dryers are available for residents in each hall. Mechanical difficulties with the equipment should be reported to the Area Manager's Office in that hall.

**LIABILITY**

West Virginia University does not assume responsibility for personal accident, injury, or illness sustained by residents, guests, or visitors, nor for damage, theft, or loss of personal property. University employees are not authorized to accept articles for storage, whether or not the University is in session. It is suggested that insurance be obtained to protect the resident and the personal property. Lost or stolen property should be reported to the Department of Public Safety at 293-3136.

**LOUNGES & RECREATION AREAS**

Lounges and recreation rooms are for the exclusive use of the hall residents and their guests. All residence halls will close at an announced hour, after which only the residents will be permitted to remain. All guests, except those of the same sex who are registered to stay overnight, must leave the building at closing hour.

**POSTAL/MAIL**

Mail is delivered to each residence hall. Residents will receive their mail without delay if it is addressed as follows:

Name_____
Room_____ Hall_____
West Virginia University
Morgantown, WV 26506

A package card is placed in the mailbox for any packages delivered to the area post office. The student may claim the package by presenting the package card and proper identification to the postal clerk. On the Evansdale Campus, packages may be picked up at the post office window from 10:00 a.m.-3:40 p.m., Monday-Friday. In residence halls on the main campus, packages may be picked up at the post office window during the hours posted or by special arrangement through the Area Manager's Office. All registered mail and insured packages must be picked up from the Morgantown Post Office located on High Street in downtown Morgantown.

**OVERNIGHT ABSENCES**

Each resident is expected to inform someone in the residence hall if he/she intends to remain away overnight. This rule may be complied with by informing the Resident Assistant, Resident Director, roommate, or suitemate as to the student's location. This information will only be used if an emergency arises which requires getting in touch with the resident.

**PETS**

Pets, with the exception of fish in no larger than a ten (10) gallon tank, are not permitted in the residence hall for reasons of sanitation and safety.

**PLAY AREAS**

There are designated areas on campus for baseball, football, soccer, tennis, volleyball, basketball, etc. For the safety of others and for the

preservation of lawns and shrubs, please do not use the lawns and seeded areas adjacent to the residence halls.

**QUIET HOURS**

Residents must observe reasonable quiet hours at all times, both inside and outside the halls. Quiet hours are established to give everyone an opportunity to study and rest. Quiet hours will be in effect from 9:00 p.m. until 8:00 a.m. the following day from Sunday-Thursday. On weekends (Friday and Saturday), quiet hours are established from midnight until noon the following day. Established quiet hours are determined by individual floors and can exceed parameters. Even when quiet hours are not in effect, the noise level must not interfere with the rights of residents who want and need to study at that time. Consideration in the use of radios, stereos, and equipment such as typewriters is essential. Stereos and other amplified equipment must be registered. No drum sets will be permitted in the residence halls. It is the University's expectation that the volume of stereos will be kept at a level that cannot be heard outside of the room. Students wishing to play stereos at a high volume must wear headphones. Students who fail to use stereos properly will be directed to remove them from the halls.

**REASSIGNMENT**

The University reserves the right to make reassignment of accommodations as the staff deems necessary. The University may terminate the contract and take possession of a room at any time for violation of the provisions of the contract and/or University regulations. If a student is required to leave the hall for disciplinary reasons, the student will be held responsible for payment of room rent and a specified portion of the board contract.

**ROOM CONSOLIDATION**

Through the fifth week of the semester, occupants of a room having a vacancy may, in the following order:

Process a room change through the Office of the Residence Life Staff Assistant to a vacancy in a similar room (same capacity, not necessarily on the same campus) with another student of the student's choice;

*Or*

Be consolidated with another student occupying a similar room (same capacity) within the same residence hall. The Residence Life Staff Assistant(s) will be responsible for processing the consolidation. The student with the latest filing date (contract) will be required to move to the vacant space.

*Or*

**AFTER ALL OTHER STUDENTS HAVE BEEN ASSIGNED***, Retain the room on a double or single room basis **WITH AN ADDITIONAL CHARGE EACH SEMESTER** for the remainder of the contract period. Any student who does not choose to pay the additional charge may have another student assigned to the vacant space sometime during the contract period. When part of a room is vacated, the remaining resident(s) are not permitted to utilize the vacated closets, etc., or to store any portion of that space's furniture since a new resident may be assigned to the room at any time.

*And if space is available.

**ROOM INSPECTIONS**

The Department of Housing and Residence Life reserves the right to enter rooms without notice for purposes of: (1) improvements, (2) maintenance, (3) recovery of University/State-owned property which is not authorized for use in the assigned space, (4) fire, health and safety inspection, and (5) actions necessary to ensure the safety, health, and general welfare of individuals in the residence halls and/or the protection of University or student property.

The Department of Housing and Residence Life reserves the right to remove and dispose of any personal property remaining in a room twenty-four hours following:

(1) termination of the residence hall contract,
(2) the resident's separation by/from the University,
(3) the date the resident officially checks out of his/her assigned space.

A charge for costs incurred for removal of personal property will be assessed to the resident.

**SAFETY REGULATIONS**

Possession or use of firearms, weapons, fireworks, gasoline, flammable liquids, explosives, volatile chemicals or other materials which may endanger health or safety is prohibited.

Tampering with or misuse of the fire-alarm systems, fire-fighting equipment, and building security systems is prohibited, extremely dangerous, and illegal. Violators will be prosecuted to the full extent of the law, which may include both a fine and a prison sentence. Violators are subject to removal from the residence halls and suspension from the University.

**SECURITY**

The meal ticket/I.D. is the means by which residents secure entrance to their hall after closing hours. The residence halls are staffed 24 hours a day, seven (7) days a week by a trained professional and student staff who serve as resource persons for each resident. The night staff supervises security and safety in the halls from midnight to 8:00 a.m. The outside entrances are locked and the buildings are patrolled from 11:30 p.m. to 8:00 a.m. No person may enter the residence halls after midnight without presenting a valid resident identification.

**SOLICITATION**

The conducting of any business or commercial enterprise for personal profit is prohibited in University-operated facilities. Such enterprises may be conducted only by recognized student activities and student governments within the residential area, subject to the prior approval of the Assistant Director of Residence Life. Door-to-door solicitation is prohibited. In compliance with the West Virginia Board of Trustees Policy concerning the operation of concessions, residence hall rooms are for student residents only. No one is permitted to use the rooms, buildings, or adjacent grounds for commercial purposes.

**TELEPHONE SERVICE**

Telephone service is provided in all residence hall rooms. All telephones have individually assigned numbers. The first three digits (293-) identify the phone as part of the system. Intercommunication among the phones on the campus system is made by dialing the last four digits. Off-campus calls can be made by dialing 9 and then the seven-digit Morgantown number. Students may obtain a Personal Security Code (PSC) for long-distance calls through AT&T-ACUS. AT&T-ACUS is the sole provider of Long Distance Service in WVU owned Residence Halls. For more information, call the AT&T office at (304) 293-7348. The telephone numbers are assigned by rooms rather than by student; therefore, if changing rooms, the telephone number also changes.

**UNIVERSITY & RESIDENCE HALL REGULATIONS**

The student agrees to be familiar with all regulations that the University and the governing bodies of the residence halls have enacted or may enact and to abide by these rules and regulations as the conditions of residence in the halls. Additional information is available in the Housing and Residence Life publications, e.g., LIFESAVER.

**VISITATION POLICY**

Residence hall life seeks to promote a confortable pattern of social interaction among students. We recognize the need for men and women

to study and socialize in a residential setting. However, relationships between men and women are expected to be conducted in a manner which will neither cause discomfort or embarrassment for others nor will intrude on another individual student's right to privacy. Men and women are expected to conduct themselves in a manner which is publicly defensible for members of the University community and residents of University Housing.

Guidelines for visitation—the time during which residents of the opposite sex can visit each other in the residence hall rooms—will be made available in a publication entitled LIFESAVER. Violations of the Visitation Policy and violations of the alcoholic consumption guidelines are considered as serious disruptions of student life in the residence halls.

Residence Hall bathrooms are restricted to use by individuals of the same sex as the floor residents.

**WEIGHT-LIFTING EQUIPMENT**

Weight lifting is not permitted in individual rooms because of noise and potential damage to floors. There are rooms designated for weight lifting in some of the residence halls.

**WINDOWS AND SCREENS**

To protect draperies, sills and flooring from rain, snow, or dampness and to help conserve heating fuel, windows should be closed when a resident is not in the room. Antennas are not to be extended out of the windows. Food or beverages are not to be stored between the window and the screen. Removal of window screens is prohibited. If a staff member of the Department of Housing and Residence Life has to enter a room to replace or repair a screen, the resident(s) of that room will be assessed for the costs involved.

# Appendix F—
## WVU Library System

The West Virginia University Libraries support the teaching, research, and service functions of the University. The libraries contain close to 1.3 million physical volumes and 1.7 million microforms. In addition, the West Virginia Collection contains over 4.5 million manuscript items. Some 18,000 volumes are added each year, and over 7,500 periodical titles are received. The library system consists of the Wise Library and nine branches.

*Wise Library* is on the Downtown Campus. It houses the bulk of the collections in history, literature, and the social sciences. The Public Catalog, located in the Reference Room, contains cards for all books in all the libraries of the system. The Wise Library also contains the Rare Book Room, the government documents and map collections, and the administrative offices.

*Colson Hall* is across the street (University Avenue) from the Wise Library. It contains the West Virginia and Regional History Collection, the Audio-Visual Library, and the Reserve Collection Library.

*Evansdale Library* is on the Evansdale Campus, between the Agricultural Sciences and Engineering Sciences buildings. It houses collections supporting schools and colleges located on the Evansdale Campus, such as Agriculture and Forestry, Creative Arts, Human Resources and Education, Engineering, Physical Education, and Social Work.

*Law Library* is on the second floor of the Law Center.

*Mathematics Library* is in Eiesland Hall.

*Health Sciences Center Library* is on the second floor of the Health Sciences Center. It contains more than 184,000 volumes and supports the teaching and research programs of the Schools of Medicine, Dentistry, Nursing, and Pharmacy.

*Music Library* is in Room 424-A of the Creative Arts Center.

*Physical Sciences Library* is on the first floor of the Chemistry Research Laboratory. It contains approximately 40,000 volumes in the fields of chemistry, physics, geology, and astronomy.

**LOAN PRIVILEGES AND RESPONSIBILITIES**

Due to the variations in research demands around the campus, there is some variation from library to library regarding the circulation of periodicals and other materials. Please inquire at each branch for precise policies.

*Identification.* Your ID card is your library card. Your card cannot be used by anyone other than you. A patron who is not a student or an employee of the University should inquire concerning loan privileges.

*Books, Theses, and Second Copies of Dissertations.* The usual loan period is two weeks. Graduate research and teaching assistants and research and teaching fellows may borrow books for four weeks. Other graduate students engaged in thesis or dissertation research may apply for a four-week research loan privilege. Faculty members may charge books out for a semester for titles not in heavy demand. However, if such books are requested by a student or another faculty member, they will be recalled at the end of the normal two-week loan period. Books placed on Reserve will be called in at any time. The date due is indicated in all cases. Returning material on the date due is the responsibility of the borrower.

*Bound Periodicals.* The loan period for most bound periodicals less than twenty years old is three days; for those twenty years old or more the loan period is two weeks. Some periodicals in very great demand are loaned for shorter periods or not at all. For example, those located in the Bound Periodical Room in the Wise Library may be borrowed on an overnight basis only. The date due is indicated in all cases.

*Microforms.* In the case of microforms which contain periodicals under 20 years of age, the loan guidelines for bound periodicals will be followed. The item may go out for three days and is not subject to faculty extended loan privileges.

*Current Periodicals.* The most recent issue of a periodical may be charged out for overnight use only. Earlier but still unbound issues may be borrowed for three days unless very heavy demand dictates that they not circulate.

*Reservations.* You may reserve a book which is in use at the time requested. You will be notified by post card when the volume is available.

*Renewals.* You may renew a book if it is not reserved for another borrower. Books may be renewed by mail when a borrower is unable to come

to the library; the renewal request should include the call number of the books to be renewed. Overdue books cannot be renewed until the fine is paid.

Material placed on Reserve will normally be circulated on an overnight basis only. Rare and excessively fragile material must be used within the Library.

**FINES AND LOST MATERIALS**

Fines are intended to encourage borrowers to return books on time so that others may use them. Thus, relatively high fines are charged for material in greatest demand. The schedule of fines is as follows:

Overnight loans: 25 cents *per hour* or fraction thereof

Three-day loans: $1.00 per day or fraction thereof

Two weeks or more: 10 cents per day

Borrowers are responsible for all materials charged to them. In the case of lost books, the borrower is charged the book price plus a processing charge, or the maximum fine, whichever is greater. When lost books are returned, the charge is reduced to the maximum fine. The loss of material borrowed should be reported at once. This will permit the Library to order a replacement copy at the earliest possible date. Unpaid Library accounts will result in a student's name being sent to the Office of Admissions and Records for appropriate action. Accumulation of excessive charges may result in the revocation of borrowing privileges.

**AUDIO-VISUAL MATERIALS**

The University Libraries maintain a large collection of audio-visual materials to support academic programs. The collection includes films, audio and video tapes, filmstrips, slides, etc. The Audio-Visual Library on the ground floor of Colson Hall contains the general media collection as well as projectors, players, and other hardware. Those wishing information about the availability of materials should call (293-4019) or visit the Audio-Visual Library.

The Health Sciences Center Library on the second floor of the Health Sciences Center maintains a media collection selected to support the academic programs of the Health Sciences Center. Information concerning availability and scheduling of media may be obtained by calling (293-3727) or visiting the Health Sciences Center Library.

**RESERVE BOOKS**

Books are placed on reserve at the request of faculty members. This is done to make sure that all students will have access to material on required reading lists. The principal reserve collection is on the first floor of Colson Hall. Most of the books are arranged on the open shelves alphabetically by course. However, some materials are kept at the desk, so be sure to inquire if you are unable to locate the items you need. In addition to Colson, special reserve collections are maintained at the Evansdale, Physical Sciences, and other libraries. Thus, books on reserve for Education or Social Work will be at the Evansdale Library, those for Chemistry at the Physical Sciences Library, and so on.

Reserve books may be charged out for overnight use two hours before the library closes. They are due within one hour after the library opens the next day. Reserve books must be returned to the library from which they were borrowed. Failure to return reserve books on time will result in a fine of 25 cents per hour for each item.

**INTERLIBRARY LOANS**

Books and journal articles needed for research which are not in the Library system's collection may often be secured through interlibrary loan. The privilege is restricted to faculty and graduate students except by special arrangement. Request for such loans should be made at the Reference Desk in the Wise Library or to staff members in the branch libraries.

Interlibrary loan service is dependent upon the cooperation of many libraries. Because of the cost of the service and the conflict in demands for material, interlibrary loans should be restricted to requests which are truly important and which cannot be filled by any other means. Graduate students are encouraged to choose research topics according to the resources at hand and thus keep to a minimum the number of interlibrary loans required.

Requests for interlibrary loans should give as complete bibliographical information as possible, including the source of the reference. Materials should be used as soon as they arrive and not held for the full loan period unless necessary. Ordinarily, renewals should not be requested. Conditions of use imposed by the lending library must, of course, be fulfilled.

**WEST VIRGINIA AND REGIONAL HISTORY COLLECTION**

The West Virgina and Regional History Collection is on the second floor of Colson Hall. The collection contains books, periodicals, recordings, manuscripts, and other items relating to the history and development of West Virginia. It is by far the largest and richest collection of West Virginia in existence. Because of their variety and value, items in the collection must be used in the building and do not circulate. Most of the printed material in the collection can be located through the public catalog. There are also guides to the manuscript and other collections. However, do not hesitate to ask one of the staff members for assistance if you do not find what you need.

**WISE LIBRARY**

*Reference Department.* The Reference Department in the Wise Library is the comprehensive information center of the system. Its large collection of dictionaries, encyclopedias, periodical indexes, bibliographies, handbooks, etc. is arranged according to the Library of Congress classification system. Unclassified collections of telephone directories, college catalogs, maps, and company annual reports are available upon request at the Reference Desk.

The Library has a large and growing collection of bibliographies. Many of these are housed in the Reference Room. However, national and trade bibliographies and the catalogs of the great research libraries are in the Catalog Department and are available upon request at the Reference Desk. These bibliographic tools include such titles as the *Library of Congress Catalog, Books in Print, Cumulative Book Index,* the *British National Bibliography,* and the *Catalogue General de la Bibliotheque Nationale.* Most periodical indexes are located in the Reference Room.

Patrons interested in periodical articles should first consult the indexes, abstracting journals, specialized CD-ROM data bases, and bibliographies available in the Reference Room. The WVU Libraries Union List of Serials terminal should then be checked for specific information on periodical holdings of the WVU system, the location of individual titles, and the call number. Reference librarians are available during most of the Library's operating hours to provide assistance with the computerized periodicals database, other on-line research inquiries, and the use of bibliographic tools and the electronic data bases available in the Reference Department.

After obtaining the bibliographic information (call number and, for periodicals, volume, month and year) needed to locate an item, patrons may go directly to the shelf and secure the desired material. Alternatively, a call slip containing the bibliographic data listed above may be presented at the Circulation Desk and the desired book will be retrieved by the Library staff. If a book is not located, patrons may check the status of that title at the Circulation Desk. A formal search will be conducted upon request. A call number with a capital "R" above it indicates that the book is in the Reference Room and does not circulate.

*Periodical Reading Room.* The Periodical Reading Room is up the stairs to the left of the Circulation Desk. Current issues of magazines are

arranged alphabetically by title on the open shelves; those not on the shelves may be obtained upon request at the desk. Daily newspapers are on racks and in the adjoining room are bound volumes of the last ten years of the most heavily used periodicals as well as a set of the *Readers Guide to Periodical Literature.* Adjacent to the desk is the automated union list of serials, which provides holdings, location, and call number information for most periodicals in the library system. There are additional terminals in the Reference Room and at the Evansdale and Health Science Center Libraries.

All volumes in the Bound Periodical Room may be charged out for overnight use two hours before the Library closes. They are due at 10:00 a.m. on the following weekday, 11:00 a.m. on Saturday, or 3:00 p.m. on Sunday. Failure to return them on time and to the Periodical Room results in a fine of 25 cents per hour.

*Appalachian Room.* The Appalachian Room is on the second floor just outside the entrance to the Periodical Room. The room contains much of the Library's extensive collection concerning the Appalachian Region. Most of the books may be borrowed for the regular loan period and are charged out and returned to the Circulation Desk in the lobby.

*Government Documents.* The University Library is a regional depository of United States Government Documents; that is, it receives a copy of all government publications available for distribution by the Government Printing Office. The Library has incorporated the most important government documents into its regular circulating collection and has cards for these titles in the Card Catalog. However, some of the documents are arranged according to the U.S. Superintendent of Documents Classification and do not appear in the Public Catalog. The Documents area is in the library stacks behind the Reference Desk. Selected specialized government documents are also located in seven of the branch libraries (Law, Evansdale, Health Sciences, and Physical Sciences. A librarian in the Reference Department will be glad to help you locate material.

*Coal.* Located on the third floor in the south wing of the building is the Coal Collection. It contains extensive holdings concerning coal and includes monographs and periodicals (both current and retrospective). The collection has its own individual card catalog which should be consulted for full information regarding holdings.

*Carrells.* There are 100 carrells (study desks) in the stack area available for use by graduate students and members of the faculty. Upon application, the Circulation Librarian assigns numbered carrells for one semester. Information on the special forms and policies for charging books to carrells is available at the Circulation Desk.

*Maps.* The map collection is serviced by the Reference Department. U.S. Geological Survey Maps constitute the greater part of the collection and these, along with other miscellaneous maps, circulate only by special arrangement.

*Microforms.* Located in the back half of the third floor (Coal Room) in the south wing of the building is the Microforms collection. It is a collection of newspapers and magazines on microfilm, government documents on microfiche, and a variety of research collections on microcards. The equipment necessary for reading and copying these materials is housed here. Indexes are available for access to many of the microform holdings and a staff member should be consulted for information.

**LIBRARY HOURS**

Hours for the Wise Library during regular sessions are given below.

Holiday, Summer, and University recess schedules will be posted at each library.

| **Wise Library Hours** | |
|---|---|
| *Regular Sessions* | |
| Mon.-Thurs. | 8:00 a.m.-Midnight |
| Friday | 8:00 a.m.-10:00 p.m. |
| Saturday | 9:00 a.m.-6:00 p.m. |
| Sunday | 1:00 p.m.-11:00 p.m. |

| **Telephone Numbers** | **(all 293 prefix)** |
|---|---|
| Audio-Visual Library (Colson) | 4019 |
| Evansdale Library | 5039 |
| Law Library | 5309 |
| Wise Library | |
| Acquisitions | 3440 |
| Circulation | 2440 |
| Dean's Office | 4040 |
| Interlibrary Loans | 5440 |
| Periodicals | 4240 |
| Reference | 3640 |
| Gifts and Exchange | 5395 |
| Photoduplication | 4640 |
| Mathematics Library | 6011 |
| Health Sciences Center Library | 2113/4 |
| AV | 3727 |
| Music Library | 4505 |
| Physical Sciences Library | 3420 |
| Reserve (Colson) | 2640 |
| West Virginia Collection | 3536 |

# Appendix G—

## WVU Policy on Sexual Harassment

**COMMITMENT**

West Virginia University is committed to providing its faculty, staff, and students with an environment free from implicit and explicit coercive behavior used to control, influence, or otherwise affect the well-being of any member of the University Community. Sexual harassment is regarded as misconduct which creates an offensive working condition. Therefore, it is the responsibility of all University supervisors to take immediate and appropriate corrective action when sexual harassment occurs.

**LEGAL BASIS**

Sexual harassment is prohibited under a policy statement issued by the Office for Civil Rights interpreting Title IX of the Education Amendments of 1972 and EEOC interpretative guidelines issued in March 1980, which state that Title VII prohibits sexual harassment of employees.

**DEFINITION OF SEXUAL HARASSMENT**

Sexual harassment is defined by the EEOC as: "*Unwelcome* sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submissions to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment," and under Title IX sexual harassment also "consists of verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or treatment protected under Title IX."

Examples of sexual harassment as determined by the courts include, but are not limited to: making improper suggestive sexual remarks, unauthorized entering of restrooms and other locations housed by the opposite sex, touching in a sexually abusive manner and making improper remarks, making improper inquiries about one's sex life, improper physical contact, physical and verbal harassment of a subordinate or any employee, amorous gestures, placing arms around an employee, and sexually oriented ribald jokes.

If an employee is sexually harassed by his/her immediate supervisor, the University is liable *whether or not* the harassment was known. If a coemployee or nonemployee is harassing a person, the University is liable if the harassment is known or should have been known by a supervisor.

All faculty and supervisory staff are urged to become familiar with the University's policy on sex discrimination and sexual harassment as outlined in the University's Affirmative Action Plan.

**FILING OF COMPLAINTS**

Any employee or student who has a complaint regarding sexual harassment should contact their immediate supervisor, the unit sexual harassment liaison representative, dean or director. The names of liaison representatives are available from the Department of Human Resources or the dean or director's office.

The liaison representatives are a group of people representing each unit on campus who have been designated by their dean or director to serve in this important area. These persons will not sit in judgment of individuals, but will assist people in determining the nature of the incident and are able to recommend appropriate steps in resolving conflicts. The representative can expect to talk with persons who feel they have been sexually harassed in order to provide advice and counsel in defining issues. In addition, the representative is expected to work with the respective dean or director to educate faculty, staff and/or students to their rights and the University policy concerning sexual harassment.

# Appendix H –

## West Virginia University Policy on AIDS (Effective December 1987)

**This policy should be read in conjunction with the AIDS Resource and Information Bulletin. The guide offers advice on issues that are often raised in campus settings. It was adopted from similar material developed at the University of California, Berkeley and Ohio State University. Actual decisions will be governed by this policy.**

**Coverage and Application:**

The following policy guidelines apply to WVU students, student applicants, employees or employment applicants with AIDS or AIDS Related Complex (ARC), (hereinafter "AIDS") which substantially limits one or more of his/her major life activities and may pose a significant risk to others or is viewed as having a disability by others.

Note: Hereinafter and for ease of expression, "employees" will mean faculty, faculty equivalents, classified and non-classified staff at WVU.

**Purpose:**

The University reaffirms its human resources development commitment that stresses respect for individuals' confidentiality of information, and their personal goals and objectives regardless of their personal afflictions or disabling conditions. It also recognizes that such persons may wish to maintain their student or employee status for as long as their medical condition allows. To this end, the University will apply the following guidelines in analyzing and responding to each person's condition and circumstances in determining the extent to which the person can remain associated with the University.

**Applicable Laws and Regulations:**

The University will apply the same handicapped statutes, policies, procedures and regulations to students, student applicants, employees and employment applicants with AIDS as are applied to persons with other disabling conditions. Where applicable, the University will adhere to health and safety laws, public health laws and other appropriate requirements governing the control and prevention of communicable and infectious diseases. The University recognizes its duty to provide an environment which is free from recognized hazards causing or likely to cause, death or serious physical harm or serious illness.

**Medical Consultation:**

As with other communicable diseases, the University Health service can provide medical evaluation and consultation. Evaluation outside the University will be arranged upon request of the individual involved.

**Reasonable Accommodation:**

Where applicable, and under the meaning of reasonable accommodation as specified by law, the University will reasonably accommodate the environmental restrictions or medical limitations of the affected person, provided the individual can perform the essential functions of his/her normal responsibilities with the accommodation. All accommodations will be considered on an individual basis. In determining the reasonableness of any accommodation, the required University investment will be weighed with the projected benefits obtained by the individual and the University community. The Disability Services Unit of the Student Counseling Center will serve as a major resource on reasonable accommodation and related matters for affected students and student applicants. The Department of Human Resources will serve as the major resource on reasonable accommodation and related matters for affected employment applicants and employees.

**AIDS Information:**

The University will be guided by contemporary scientific and medical information and recommended precautions in making decisions related to applicant acceptance, reasonable accommodation, student and employee retention and other related matters.

**Medical Determinations and Administrative Decisions:**

The deans and directors will render the final decision on AIDS related matters after consultation with the Associate Provost for Student Affairs in student matters, and the Provost and Vice President for Academic Affairs or Vice President for Health Sciences in faculty matters, and the Vice President for Administration and Finance on classified and non-classified staff matters. Decisions are subject to the usual appeal procedures.

**Confidentiality of Information:**

Recognizing the need for confidentiality the University will be guided by relevant state and federal privacy laws, University policies and procedures, and disease reporting requirements required by the county health department and the State Department of Health in Charleston.

**Information, Education and Training:**

The University recognizes its commitment to education and pledges to support a comprehensive plan for AIDS education.

# Appendix I –

## WVU NSF (Non-Sufficient Funds) Check Policy

A NSF (non-sufficient funds) check written to the University in payment of tuition and fees (and housing fees, when applicable), is in violation of civil law and in certain situations (checks written over $200) criminal law. The University considers such a check to be the same as nonpayment with the same consequences. If collection efforts made by the Bursar do not result in full reimbursement to WVU for the check and the NSF check fee(s), the Bursar will initiate action causing the student to be administratively withdrawn from the University. This withdrawal action will remove the student from the University class rosters, will cancel all student privileges, and will cause the student to be evicted from the residence halls (if applicable). Reinstatement may occur only through an appeal process involving the Associate Provost for Student Affairs (through the Dean of Student Life) and the Controller (through the Bursar). Upon the filing of an appeal, the administrative withdrawal and/or the eviction shall be stayed pending the outcome of the appeal. Appeals must be filed in writing with the Dean of Student Life within 10 calendar days of the date of receipt of the notice of administrative withdrawal.

# Appendix J —

## Financial Aid
## (Satisfactory Academic Progress Requirements)

Students must maintain satisfactory academic progress to receive financial aid. **Withdrawal from the University or never attending classes will result in termination of financial aid and may result in partial or full repayment of aid disbursed for the semester involved.** Students must be eligible to continue in the degree program in which he/she is enrolled and must make satisfactory academic progress toward a degree.

**Credit Hour Requirement**

Full-time undergraduate students are required to complete at least twelve (12) credit hours each semester or at least twenty-one (21) credit hours for the academic year.

Full-time graduate students are required to complete at least nine (9) credit hours each semester or at least eighteen (18) for the academic year. Part-time students are required to complete all credit hours attempted. Credit hours attempted is defined as the number of credit hours for which a student is registered on the last day to add new courses for an enrollment period. Any student withdrawing from a class or classes prior to that date shall be subject to review by the financial aid committee.

Academic progress will be reviewed at the completion of each semester. Failure to complete the minimal credit hours during the fall semester will result in financial aid probation. Failure to complete the minimal credit hours during the academic year will result in withdrawal or denial of financial aid until academic progress requirements are fulfilled.

**Minimal Cumulative Grade Point Average**

| | |
|---|---|
| *Freshmen—* | |
| Less than 28 credit hours completed | 1.4 |
| *Sophomore—* | |
| More than 27 but less than 58 credit hours completed | 1.8 |
| *Other Undergraduates—* | |
| More than 57 credit hours completed | 1.9 |
| *Graduates—* | 2.25 |

**Time Frame**

Undergraduate financial aid applicants have a maximum six (6) calendar years* to complete their bachelors degree requirements. Extensions of 1/2 year may be granted for each semester an undergraduate student was enrolled less than full time. A two-year extension may be granted to a student who has a bachelors degree and is pursuing another bachelors degree. To apply for an extension the student must submit a written request to the Financial Aid Office.

Students enrolled in a Masters program have a maximum three (3) calendar years* to complete their degree requirements.

Students enrolled in a doctoral program have a maximum five (5) years* to complete their degree requirements.

*Maximums begin on the date a federal financial aid recipient first matriculated in his/her degree program at WVU or January 1, 1984, whichever is later.

**Regaining Eligibility**

Students who are denied financial aid because of failure to make satisfactory academic progress must make up academic progress deficiencies without financial aid before being considered for future aid. Consideration for financial aid after reinstatement will be contingent upon availability of funds and the students' eligibility for aid.

**Withdrawals**

A student who withdraws from WVU during the fall semester is ineligible for aid the following spring semester unless an appeal to waive academic progress is filed by the student and granted by the Financial Aid Office.

**Summer School**

A financial aid applicant who has met financial aid academic progress requirements during the preceding academic year shall not be denied financial assistance based on summer session enrollments. Academic credit hours and grade point average deficiencies made up during summer sessions shall be considered in fulfilling the preceding academic year requirements.

**Forgiveness Time Period**

A financial aid applicant who after at least 336 days of non-WVU attendance, returns to WVU, shall be granted academic progress forgiveness for past enrollment periods.

It should be noted, WVU academic progress requirements may not satisfy requirements for loan or grant programs administered by external agencies.

**Appeal Procedures**

Applicants denied financial aid are entitled to an explanation of the basis of the denial. Appeals resulting from the decisions of the WVU Director of Financial Aid may be taken to the University Student Financial Aid Policy Committee. Appeals must be made in writing and addressed to the Chairperson, West Virginia University Student Financial Aid Policy Committee, c/o Associate Provost for Student Affairs, within ten days of receiving notification of denial of aid from the Director of Financial Aid. The Chairperson of the Student Financial Aid Policy Committee shall convene the committee for purposes of hearing the appeal within two weeks of the date of receiving the appeal and shall report the committee's findings to the Associate Provost for Student Affairs no later than one week after the date of the hearing. The Associate Provost for Student Affairs shall review the findings and recommendations of the Policy Committee and make a decision as to the merits of the appeal and shall inform the student of such decision. The student has the right to appeal the decision of the Associate Provost for Student Affairs to the Office of the President within eight days of receipt of the Associate Provost's decision. The decision of the President will be based solely upon a review of the record.

# Appendix K –

West Virginia University
General Calendar 1990-91

## FIRST SEMESTER

| | |
|---|---|
| Wednesday to Friday, August 15-17 | New Student Orientation |
| Friday, August 17 | General Registration |
| Monday, August 20 | First Day of Classes |
| Monday, August 20 | Late Registration Fee in Effect for All Students |
| Friday, August 24 | Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit |
| Monday, September 3 | Labor Day Recess |
| Monday, September 10 | Faculty Assembly |
| Thursday, September 20 | Rosh Hashanah (Day of Special Concern) |
| Saturday, September 29 | Yom Kippur (Day of Special Concern) |
| Friday, October 5 | Mid-Semester |
| Tuesday, October 9 | Mid-Semester Reports Due |
| Friday, October 26 | Last Day to Drop a Class |
| Tuesday, November 13 | Election Day Recess |
| Saturday, Nov. 17 thru Sunday, Nov. 25 | Thanksgiving Recess |
| Thursday, December 6 | Last Day to Withdraw from University |
| Friday, December 7 | Last Day of Classes |
| Monday, Dec. 10 thru Saturday, Dec. 15 | Final Examination Week |
| Sunday, Dec. 16 thru Thursday, Jan. 3, incl | Christmas Recess |

## SECOND SEMESTER

| | |
|---|---|
| Wednesday to Friday, January 2-4 | New Student Orientation |
| Friday, January 4 | General Registration |
| Monday, January 7 | First Day of Classes |
| Monday, January 7 | Late Registration Fee in Effect for All Students |
| Friday, January 11 | Last Day to Register, Add New Courses, Make Section Changes, Change Pass/Fail and Audit |
| Monday, January 21 | Martin Luther King's Birthday Recess |
| Thursday, February 7 (Not a Holiday) | West Virginia University Day |
| Friday, February 22 | Mid-Semester |
| Tuesday, February 26 | Mid-Semester Reports Due |
| Saturday, March 9 thru Sunday, March 17 | Spring Recess |
| Friday, March 22 | Last Day to Drop a Class |
| Friday, March 29 | Friday Before Easter Recess |
| Saturday, March 30 | Passover (Day of Special Concern) |
| Thursday, April 25 | Last Day to Withdraw from University |
| Friday, April 26 | Last Day of Classes |
| Monday, April 29 thru Saturday, May 4 | Final Examination Week |
| Monday, May 6 | Grade Reports for all Graduates Due in Dean's Office |
| Monday, May 6 | Dean's Reports on Graduates Due in Admissions and Records |
| Saturday, May 11 | Alumni Day |
| Sunday, May 12 | Commencement |

# West Virginia University
# Downtown Campus

Institutional Advancement 1989-90

# West Virginia University
# Evansdale and Health Sciences Campuses

Institutional Advancement 1988–89

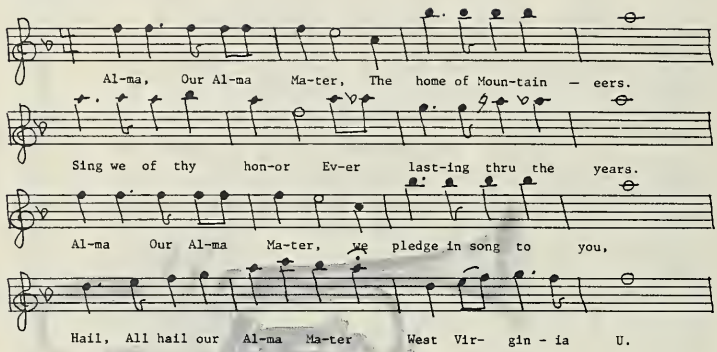
# West Virginia University
# Downtown Campus

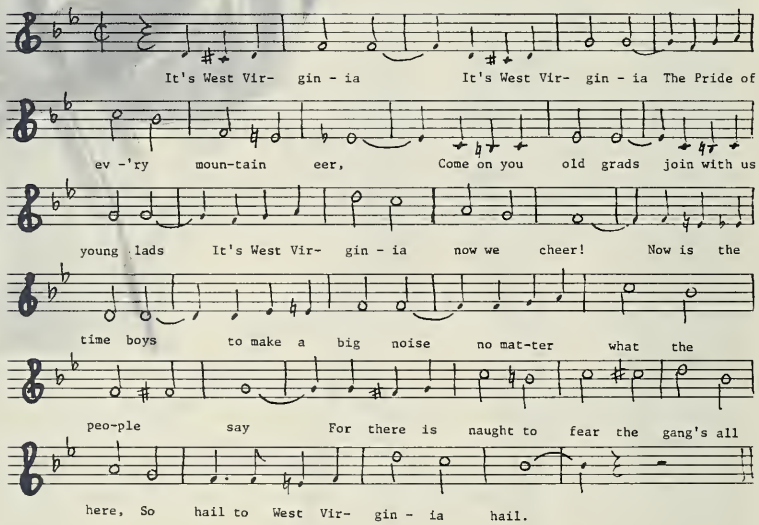
Institutional Advancement 1988-89

# West Virginia University
# Evansdale and Health Sciences Campuses

Institutional Advancement 1989-90

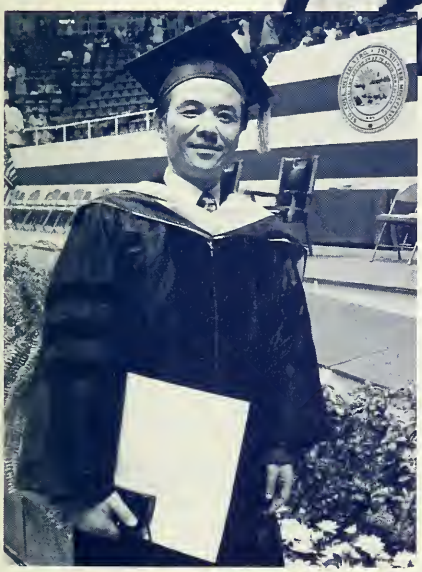
# University Songs

## Alma Mater

Al-ma, Our Al-ma Ma-ter, The home of Moun-tain — eers.
Sing we of thy hon-or Ev-er last-ing thru the years.
Al-ma Our Al-ma Ma-ter, we pledge in song to you,
Hail, All hail our Al-ma Ma-ter West Vir- gin - ia U.

## Hail West Virginia

It's West Vir- gin - ia It's West Vir- gin - ia The Pride of
ev -'ry moun-tain eer, Come on you old grads join with us
young lads It's West Vir- gin - ia now we cheer! Now is the
time boys to make a big noise no mat-ter what the
peo-ple say For there is naught to fear the gang's all
here, So hail to West Vir- gin - ia hail.

beginning!

# THE ~~END~~



JOHN A. CUTHBERT
LIBRARIAN, WV REGIONAL &
HISTORICAL COLLECTION
COLSON HALL LIB